

**QUESTIONNAIRE FOR ANNUAL INSPECTION BY
HON'BLE ADMINISTRATIVE JUDGE OF CIVIL, CRIMINAL
AND SPECIAL COURTS AND TRIBUNALS.**

PART - I **INSPECTIONS AND AUDIT**

1. What was the last date of inspection made by the Hon'ble Judge of High Court and what are objections and discrepancies still outstanding?

2. A- On what dates the District and Sessions Judge has inspected the subordinate courts and offices during the current year? Give list.

2. B - On what date the District Judge inspected jail along with District Magistrate and the Superintendent of Police in compliance of the order of the Hon'ble the Chief Justice?

3. Whether the inspection notes of the District and Sessions Judge indicate that they are thorough, effective and constrictive in approach?

4. A - Whether the C.J.M. / C.M.M. has inspected the Courts of Magistrates, Jail, the Police Malkhana and the allied offices etc.? If yes, Give details and if No , specify the reasons.

- B - Whether the C.J.M./C.M.M. has inspected Nari Niketan? Give details and whether any shortcoming noted is pending for compliance?

- C - Whether the C.J.M./C.M.M. has inspected Bal Sudhar Grih? Give details and whether any shortcoming noted is pending for compliance?

5. Whether the District and Sessions Judge has examined inspection notes of the C.J.M./C.M.M. and has given any useful guidance to the Magistrates and C.J.M./C.M.M.?

6. Whether all the other judicial officers have regularly and effectively inspected their offices and submitted their inspection notes to the District and Sessions Judge?

7. Whether compliance of any inspection note still pending at any level? Give reasons, if any.

8. What was the last date of inspection by the Inspector of Stamp and Registration and whether any objection raised therein is still pending for compliance and if so, give reasons.

9. Whether the Inspector of Government Offices has also inspected the offices of the Courts? Give details.
10. Whether any objection raised in such report is still pending for compliance? If so, give reasons.
11. Whether the Officer-in-charge of various departments and central offices have regularly inspected and submitted their inspection report to the District and Sessions Judge? Give details.
12. Whether any objection raised or discrepancy pointed out in such inspection notes is pending for compliance? If so, give reasons.
13. What are the last date of audit of the accounts by the Audit Party of the Accountant General?
14. What are the objections raised in the report of the last Audit Party and whether the replies to the objection have been sent to and accepted by the Accountant General? Is there any objection outstanding?
15. Whether any special audit of the accounts has ever been ordered by the High Court and the Government? If so, whether any discrepancy was found and still existing? If not, whether any special audit is called for at present?

PART - II

BUILDINGS AND COMPOUNDS

1. Whether the Court building is government building or on lease?
2. If on lease, is there any lease deed properly executed and registered and when it is going to expire?
3. Whether the building is sufficient, spacious or congested?
4. Whether there is any building under construction or sanctioned or proposed? What is the present position?
5. Whether the compound has got boundary wall, proper gate, inside roads, lawns and trees etc.? Whether the Lavatories for officers, staff and ladies and the general public are separate?
6. Whether the facilities for witness- shed, canteen, drinking water, vehicle parking etc. are actually available and properly maintained?
7. Whether there are commercial shops? Are they auctioned every year or after a specified period and whether the rent is revised periodically on renewal?
8. A - Whether there are proper and adequate arrangements for the protection of the building, offices, courts and records from the fire?
8. B - Is there any intestate property in the possession of the Nazir and has it been kept in double lock after entering in Register Form No.-40.
9. Whether the building is properly electrified, both inside and outside and whether the security lights are available and whether electric fittings are proper and safe?
10. Whether the buildings require any normal or special repairs? If so, what is the position of funds made available and how the funds utilised? If no fund have been provided, steps if any taken there for.
11. Whether there is any alternative arrangement for providing electricity during working hours? Availability of Generators ? Whether all the courts and offices are connected with the Generator or not?

12. Whether the building under construction are being regularly looked after by the District Judge or by such an Additional District Judge as nominated by the District Judge?
13. What are the security arrangements for the building and compound during night and working hours?
14. Whether the Court campus is clean and proper man power is available in the Judgeship to keep the campus neat and clean?
15. Whether electric fans and lighting arrangements have been made in the litigants-sheds and verandas where litigants wait outside the courts?
16. Whether any plan for construction of additional building or shifting to other building etc. has been submitted to the High Court/Government and what is its up-to-date progress?
17. What is the general condition of the maintenance of the building and the compound? Is the campus free from water logging, mud and dust?
18. How many residential flats have been made available to the Judicial Officers and the subordinate staff?
19. How the residential buildings are being maintained and what is the general condition of maintenance of the residential buildings?
20. Is there any building, the possession of which has not yet been given by the construction agency to the District Judge? If so, what are the reasons thereof and what steps have been taken to take the possession?
21. What is the position relating to the need and availability, payment of rentals and maintenance of lawyers chambers existing in the Court compound?
22. Whether there is any encroachment of Government land in the possession of the judicial department either in the Court or in the residential compound? If so, what proceedings have been and are being taken to remove encroachment?

PART - III

ESTABLISHMENT MATTERS

1. How many courts are lying vacant since what time?
2. How many courts have been transferred to other districts (the date of transfer be given)?
3. If any demand for creation of court was ever made? If so, what progress has been made in that regard? Whether the matter is pending with the High Court/Government?
4. What is the sanctioned strength of employees under the administrative control of the District Judge (the government order sanctioning the posts either temporary or permanently to be specified) or the Presiding Officer of the Court, Special Court or Tribunal?
5. How many permanent, temporary or adhoc employees are working against sanctioned posts (to be specified individually) and how many daily wagers are working?
6. When last regular recruitment was made for filling up the sanctioned posts?
7. What is the present position of the select list and how many vacant posts continued to exist?
8. How many employees are under suspension and the period thereof ?
9. The pendency of criminal cases against the employees and their involvement in criminal activities? If any.
10. Whether the records relating to selection and appointment of the staff including class III and IV are maintained and preserved in order or not?
11. How many preliminary and disciplinary enquiries are pending and what is the progress? Give details.
12. In how many cases Efficiency Bar of the employees has not been sanctioned? State reasons also.
13. How many representations and appeals are pending against suspension, minor punishment, super-cession, efficiency bar, and withholding/release of annual increments etc.? Give details.

14. (a) In how many cases applications for sanction of leave, encashment of leave and medical leave etc. are pending? Give details and reasons.
 - (b) Whether leave account of all types of leave of all the employees of the Judgeship have been maintained and has been regularly produced before the officer concerned for perusal/inspection?
 - (c) Is leave account of Gazetted officers (S.A.O. and Civil Judge (J.D.) of the ordinary scale) being kept correctly and properly?
15. Whether the service books of the employees have been maintained up to date, right from the inception of service of the employee with proper verification by the competent officer? If not, give reasons.
16. (a) Whether the personal file of each official and inferior staff has been opened and regularly maintained?
 - (b) Whether documents consisting of his application for recruitment or appointment, certificates of age and education, appointment order, permanent address etc. have been kept and arranged in order?
17. (a) Whether the G.P.F. passbooks of the employees are being maintained up-to-date? Whether account slips of G.P.F. have been given to the employees? If not, give reasons.
 - (b) Whether advances, temporary or permanent, have been entered in the G.P.F. passbooks of the employees and the amount of said advance are being regularly deducted from the salary of the employees and being regularly recorded in the G.P.F. passbooks or relevant records ?
 - (c) Whether any advance has been sanctioned in violation of guidelines, given for sanction of G.P. F. advance?
18. Whether the character rolls of the employees are being maintained up-to-date and whether the adverse entries have been duly communicated to the concerned official and whether any representation received against adverse remarks is pending on the date of inspection (Specify the cases with proper reasons)? If not, give reasons.
19. (a) Whether the seniority list of the Class III and Class IV employees have been prepared in accordance with the relevant service rules and the directions of the High Court and kept in order properly? If not, give reasons.

23. Whether promotion claims, leave applications and complaints etc. have been timely decided? If not, give details and reasons.
24. Whether Screening Committee for compulsory retirement has been constituted and working? Give details.
25. Have annual entries for the last year been given to the entire staff and officers ?
26. (a) Are the Service Books of the officials of the Judgeship countersigned every five years and are the leave accounts and other entries in the Service Books complete?

(b) Have the entries of encashment leave been made in the Service Book of those who have taken encashment leave during the last one year?
27. Is the pay of the officials and Class IV employees being disbursed on the first of every month and if not, why?

PART - IV GOVERNMENT PROPERTIES AND EQUIPMENTS

1. Whether the stock register and register of perishable items have been maintained regularly and whether physical verification of each item has been annually made and the registers have been checked and signed by the Officer-in - Charge, Nazarat besides the certificate of the official making the physical verification?
2. What was the last date of physical verification of each item and whether the compliance of the rules and High Court circular has been properly made?
3. What is the total number of tables, almirahs, chairs, book-shells, racks, stools, benches, photocopier machines, cyclostyle machines, typewriters, desert-coolers, water coolers, ceiling fans, pedestal fans, table fans, telephones, intercom phone etc.?
4. Whether stock balance register of furniture and other items and dead stock register have been maintained?
5. Whether all the articles of furnitures, equipments and machines have been assigned specific number and have been maintained in proper condition?
6. Whether the polishing & painting of the furnitures, equipments and machines have been done? If so, on what date or does it require to be done?
7. How many typewriters, photo copy machine, cyclostate machines, desert coolers, water coolers, ceiling fans and table fans etc. are in working condition and how many require repair and replacement?
8. How many telephones have been sanctioned and how many telephones are in working order and how many telephones have been kept under safe-custody? Give details.
9. Give the names of officers at whose residence the telephones have been installed or shifted? Whether there a register of bills of telephone and broadband facility has been maintained?
10. Give details of the charges of telephone bills and cell phones in respect of each such officer during current financial year (from 1st April to 31st March).

11. Whether the excess amount of the charges of the telephone bills have been paid by and are realised from the officer concerned and whether any such payment is outstanding? Give details.
12. Whether a register has been maintained separately to indicate the furnitures and equipments supplied to the judicial officers at his residence at the time of his posting to the district and receive back or shifted in the name of the successor occupying the same residence under his written acknowledgement?
13. Is there any report of the theft of any government property mentioned above? If so, what proceedings have been and are being taken in this regard?
14. Whether there is any register maintained for the moveables like the curtains, chiks, canvas, pardas, table cloths, tumblers and surahies, jugs, mirrors etc. at the places where they are supplied?
15. Whether the furnitures, curtains, crockeries etc. have been issued/supplied to the officers and offices and entries have been made in the stock inventory registers? Is there any requirement of officers and offices pending? Give reasons for non supply.
16. Whether the moveables aforesaid are being properly maintained, white-washed and replaced in accordance with rules and circular orders of the High Court?
17. Whether there are unserviceable items of furnitures, equipments and stationery (Raddi) or any other dead stock which requires public auction? If so, what steps have been taken and whether the proper certificates declaring the items as unserviceable and if any sanction have been given by the competent authority?
18. Whether any tree in the compound of the Court or residential block requires falling and public auction? If so, give details and steps taken so far?
19. (a) See records relating to Staff Car of D.J. and Pool Cars including its log books, allotment and movement etc.?
(b) Whether the entries of the log books tally with the fuel purchase vouchers and maintenance vouchers etc.?
20. Whether the required deposits are being regularly made in respect of use of official vehicles provided to the D.Js./officers and proper record is maintained thereof?

21. Whether stock register and supply register relating to computers and its accessories have been maintained properly?
22. Whether log books of generators and records relating to purchase and use of its fuel have been maintained properly?

PART - V

BUDGET AND FINANCIAL MATTERS

1. What are the allocation of funds under each item of expenditure for the current year?
2. What is the progress of expenditure incurred under each item of expenditure?
3. Whether the monthly statements of expenditure have been regularly sent? If so, give details and if not, give reasons.
4. What are the proposals under head 'New Demands' made for the next year? Give details and reasons.
5. Whether the estimates of budget for the next financial year have been sent on due date or afterwards? Give details and also reasons for delay in the submission of estimates.
6. Whether the estimate of budget have been prepared on realistic basis and all kinds of requirements envisaged for the next financial year have been taken into account and if so, what is the increase in the estimates for the next year over the sanctioned budget of the current year.
7. Whether the estimates including provisions for not only annual repairs but also for special repairs of residential and office buildings and the compounds and for regular repairs of the electrical installation, typewriters, desert coolers, water coolers, photo copy machines, Lifts, motor vehicles and for payments of tames of electricity water and sanitary charges have been made? If not, give reasons and point out the official responsible.
8. Whether the savings and expenditure of the previous financial year were reported to High Court every year? If not, give reasons and point out the official responsible.
9. Why the budget sanctioned for the previous year had not been utilised within time? Give details and reasons.
10. Whether the savings under each item of expenditure were surrendered by the due date? If not, give reasons.
11. Whether the purchase of furniture and other equipment has been made in accordance with the store purchase rules or at government contract rate or from the local market? If not, give reasons.

12. Whether the items purchases have been properly verified with reference to prescribed standards of quality and dimensions by the purchasing authority in this behalf? Whether defective items were replaced or not?
13. Whether the work of annual repairs and special repairs of the buildings and compound has been carried out in accordance with the Government Orders and High Court circulars? If not, give reasons and point out the official responsible.
14. Whether the requisitions for house building advance and for motor car vehicles advance needed by the ministerial staff and officers have been sent in prescribed proformas on due dates to the Finance Department of the Government? If not, give details and reasons.
15. Whether the applications for sanction of house building advance and motor car vehicles advance received from the ministerial staff and officers have been properly registered and arranged in accordance with the Government Orders and High Court circulars?
16. Whether the house building advance and motor car vehicles advance has been sanctioned to the applicants in time? If so give details thereof.
17. Whether the formalities consequent upon the sanction and withdrawal of the house building and motor vehicle advance have been complied with in every case and the executed and registered documents have been safely kept in proper custody? If not, give reasons.
18. Whether the instalments for repayment of house building advance, motor vehicles advance or advance of salary have been regularly deducted?
19. Whether T.A. advance or other kind of advance is outstanding against any employee? If yes, the reasons for non-adjustment of outstanding amount against any employee be given.
20. Is there any loss of fund in government account, appropriate account or in the Civil Courts deposits? If so, was it immediately reported to the Accountant General? If not, give reasons.
21. If there is any case of embezzlement and/or theft of public money? Give details and steps taken.

22. Whether the bills of electricity charges, water charges, sanitary charges, telephone charges, purchase of stationery, furniture and other equipment, books and news papers etc. have been regularly paid on the due date? If not, give details and reasons.
23. Whether the amount of cash in hand of the Central Nazir and balance of permanent advance or the Cashier on the date of inspection is justified under the rules, Government Orders and the circulars of the High Court? If not, give reasons and steps taken. Check some entries from the Day Book and Cash Book from every month.
24. Has any amount in excess of the permanent advance been spent from civil deposits? If so, how much and why?
25. Whether the officials dealing with the cash have submitted their security and whether the securities are proper and sufficient and have been safely kept in the custody of the competent authority?
26. Whether the amount of fines realised by the Criminal Courts has been regularly and daily remitted to the Treasury through State Bank by proper challans?
27. Whether the receipt books of fines in each Criminal Court has been properly maintained?
28. Whether the daily Cash Book has been duly and regularly maintained by the official concerned and daily checked, verified and signed by the Drawing and Disbursing Officer? If not, give reasons and details.
29. Whether the account books and registers in respect of the Government money prescribed by the Government rules and High Court circulars have been maintained regularly by the officials and checked by the superior officers in accordance with the rules and circular orders? If not, give reasons and details.
30. Whether the registers relating to the Civil Court official concerned are duly checked by the Presiding Officers? If not, give details and reasons.
31. What is the position relating to the pendency and disposal of the applications for repayment of Civil Court deposits and applications for refund of Government money from public account and applications for refund of deposits of security?

32. Whether the registration fees of lawyers, clerks, rental of chambers, residences, shops, licence fee of the Government land etc. are properly being realised and accounted for? If not, give reasons and details.
33. Whether plus minus memos are being regularly submitted with proper certificate of verification from the Treasury and to the Accountant General by 15th of next month? If not, give reasons and steps taken.
34. What is the position of refund of lapse deposits? If any, whether lapse deposits have been reported to Accountant General? If no, give reasons.
35. Is there any case of doubt or excess payment, repayment or refund of any amount to any person? If so, what steps have been taken to recover?
36. Whether the salary and arrear bills of the staff and officers are being regularly prepared and amount disbursed on the due date without any delay? If not, give details and reasons.
37. Whether the schedules of Provident Fund, Income Tax, Group Insurance Scheme etc. are being properly prepared and submitted along with bills and whether these deductions of each official have been properly registered? If not, give details and reasons.
38. Whether there is any claim of any official pending in regard to the payment of Group Insurance Scheme? If so, give details.
39. What is the amount of imprest money (Permanent Advance) sanctioned by the Government? Does it require increase of the amount? If so, give reasons.
40. A- Whether the account of deposition charges realised from parties by the readers has been properly maintained by him and the Nazir and whether the amount of savings is being regularly remitted to the Savings Bank Account of State Bank in the name of the District Judge by the due date? If not, give reasons.

B- Whether the amount of depositions has been properly utilized? Is there any violations of any directions of the Courts? Whether any permission for utilization was ever obtained from the court?

C- Whether registers are maintained in every court about depositions in accordance with the Circular Letters.

41. Whether the bills/vouchers of various expenditures have been properly kept on guard-file and Cash Book has been properly maintained in respect of the amount of fund?
42. Whether the Register No. 35 and 37 have been properly maintained in respect of various deposits and expenditures?

PART - VI **MISC. AMINISTRATIVE MATTERS**
AMINISTRATIVE OFFICE

1. Whether surprise visits have been frequently made by the District & Sessions Judge or the Presiding Officers of the Court or Special Court or the Tribunal? If so, on what dates?
2. Whether the grievance redressal directions are being followed by the District Judge contained in C.L. no. 38/Xf-21 dated 26.2.1977 and whether any follow up action for the redressal of the complaints received has also been taken?
3. Whether the District Judge and the other Judicial Officers are following the instructions contained in C.L. no. 55/VIIIh-37/Admin. (G) dated 2.11.1988 with a view to improve the working in the subordinate court?
4. Whether the monthly meetings are being regularly held and the minutes thereof have been regularly maintained and the follow up action has been taken?
5. Whether the meetings of the Monitoring Cell are being regularly held and the District Magistrate and the Superintendent of Police are personally attending these meetings and then minutes book of these meetings has been properly maintained and whether follow up action has been taken by the District Magistrate and the Superintendent of Police and the Chief Judicial Magistrate? If not, give reasons.
6. What measures have been taken to prevent chances of corruption and malpractices, if any, and whether the instructions contained in the High Court's circular letters are being strictly followed?
7. Whether the custody of the 2nd key of Currency Chest is being given daily to an Authorised Officer and whether record thereof has been regularly maintained?
8. Whether the register of articles of value deposited in all cases (Form no. 57-A) has been properly maintained up-to-date and kept in the custody of the Nazir?
9. Whether the Register of the opening and closing of the Courts and offices has been properly maintained up-to-date?
10. Whether the Judicial Officers are wearing up proper Court Dress while presiding over the Courts?

11. Whether the commissions are being properly distributed by the Court on the basis of approved list of Commissioner and proper record thereof is being maintained up-to-date?
12. Whether appointment of Amicus Curiae is properly made on the basis of approved list of Amicus Curiae for the year?
13. Whether the Oath Commissioners appointed by the District Judge are functioning properly and charging prescribed fee?
14. Whether there is any complaint by or against the Oath Commissioner? If so, what action has been taken?
15. Whether the District & Sessions Judge has transferred to other courts bail matters and admission matters frequently or rarely? Give reasons in either case.
16. Whether complaints containing allegations of corruption, malpractice, bad behaviour and conduct have been received against any officer? If so, what action has been taken?
17. Whether any question of Parliament and State Legislature are pending? If so, who is responsible for delay?
18. Whether the D.O. Letters received from the High Court and the Government are being properly and separately registered and follow up action is being taken, if any? If not, give reasons.
19. Whether the Register of receipts and the Register of Despatch are being properly and regularly maintained up-to-date?
20. Whether the officials on their appointment, the Amins and the Accounts Clerks are being imparted regular training and refresher courses arranged at the district level or in any Government Institute or Schools? If not, give reasons.
21. Whether proper distribution of work between the Administrative Officer, Sadar Munsarim, Second Clerk, Assistant Clerk, Sessions Clerk, Suit Clerks, Execution Clerk, Miscellaneous Clerk and all other officials has been properly done by written orders?
22. Whether the officials working at a particular post for more than three years have been interchanged or reshuffled? If not, give reasons.
23. What is the date of last inter transfer of the officials?

24. Is the Dak from the Post Office being received in a locked bag and being opened in the presence of the Presiding Officer or the Sadar Munsarim and whether its proper record is being maintained?
25. Whether the statements and returns required to be submitted monthly, quarterly and annually by various courts and offices are being received in time? If not, give list giving the names of courts and offices and the dates of receipt showing reasons for the delay.
26. Whether the statement and returns monthly, quarterly and annually are being submitted to the Hon'ble High Court, Accountant General, U.P. and the Government etc. in time on the required dates and if not, give details of the delayed statements and reasons.
27. Is a Despatch Book in Form no.-66 for local dak being properly maintained? (Rule 445 General Rules (Civil) Part-I)
28. Are letters properly classified and files opened proper heads and letters properly arranged and marked? (Rules 429, 430, 433 and 434 General Rule (Civil) Part-I)
29. Are the closed files kept in bundles and pending files kept in correspondence press? (Rules 437 and 438 General Rule (Civil) Part-I)
30. Has file index been properly maintained about the files entered? (Rule 439 General Rule (Civil) Part-I)
31. (a) Is register for G.L.s and G.O.s maintained in form no.-62 and kept in separate Gaurd files? (Rule 44 of General Rule (Civil) Part-I)

(b) Are copies of important C.L.s, G.O.s being issued to other courts and are all other C.L.s, G.L.s and G.O.s circulated to all the Court?
32. Are separate files being maintained for correspondence originating from High Court circular? Rule 443 General Rule (Civil) Part-I.
33. Is the weeding of the administrative correspondence up-to-date? When was the last weeding done? Rule 449 General Rule (Civil) Part-I.
34. (a) Whether a register in Form no.-24 of all the requisitions received from the Hon'ble High Court is being maintained properly?

- (b) How many requisitions received from the Hon'ble High Court have remained uncomplined and for how long? To which courts these were sent and when? Have any reminders been sent?
35. How many cases for reconstruction of records on account of loss of files are pending and with whom and for what period?
 36. Is Establishment Order Book maintained? Rule 246 General Rule (Civil) Part-I.
 37. Are applications for leave being put up before the District Judge for orders promptly and orders passed communicated to the employees concerned promptly?
 38. Whether the Appendix Register under Rule 631 of the General Rule (Civil) is maintained in Form-B as provided in Stationery Civil Courts Ministerial Establishment Rule 1947 and observance of Rules 628 to 632, in this regard is strictly adhered to?
 39. Whether the register of date of increment and G.P.F. of the employees is maintained?
 40. Whether the ledger and pass-book relating to G.P.F. Account has been maintained up-to-date?
 41. Whether the Register regarding the reading of General Rules Civil and Criminal by the Officers on their first appointment, is maintained and certificates from Officers are obtained and compiled in the file as required under Rules 643 and 652 of the General Rules (Civil).
 42. Whether register of pending files as required under Rule 444(2) of the General Rules (Civil) is maintained and compliance and direction given under the Rules are strictly adhered to?
 43. Whether the list of returns and reports as required under Rule 444(1) of the General Rules (Civil) is posted by the side of the Administrative office and District Judge's Chamber as required under Rule 290 of the General Rules (Civil)?
 44. Whether register in form no.-76 for proceedings taken in execution of the orders received from the High Court as required under Rule 400(13) of the General Rules (Civil)?
 45. Whether any register of inspection of the work of the Oath Commissioner by some Addl. District Judge nominated by the District Judge is maintained?

46. Whether any register relating to the Family Pension is opened? How many employees during the year under inspection, died in harness?
47. Whether the sons or the daughters of the deceased have given employment? Whether any matter relating to appointment under Dying in Harness Rules is pending? Reasons for delay in disposal of the matter.
48. Whether any vindictive attitude has been resorted to in making frequent transfer of Officer, officials by the District Judge?
49. Whether reports are made promptly of the loss of records as required under Rule 216 of the General Rules (Civil) to District Judge and High Court as well?
50. Whether the lost record has been reconstructed? If not, reasons for delay.
51. Number of enquiries relating to lost of record pending? Reason for delay.
52. Whether the staff is competent and is of good reputation? Whether any of the members of the staff has nexus with the criminals and mafias etc.?

PART - VII

LIBRARY

1. Name of the Officer-in-Charge, Library and date from which he is incharge. ?
2. Whether the Officer-in-Charge, Library inspected the Library quarterly and inspection notes have been complied with? (Prepare statement in Proforma-I)
3. Name of the Librarian and since when? Is he trained?
4. Is the Library room in good order with sufficient space and furniture?
5. Are all the books entered in the catalogue as prescribed by rule 450, General Rules (Civil) read with Notification No. 10/VIIIb-272 dated 13.01.1964 and properly classified in accordance with rule 451, General Rules (Civil)?
6. Has the Librarian stamped, put seal of the Court as required and affixed 'Government Property' labels on each book? [Rule 453, General Rules (Civil)].
7. Has a certificate as to condition of books in the Library been sent to the Registrar General, High Court, every year? If so, quote the date [Rule 453 (3) General Rules (Civil)].
8. Has there been any loss of any book from the Library in the current year? If so, has the loss been reported and what action taken? [Rule 453 (4 and 6) and 456, General Rules (Civil)].
8. A. How many books not exceeding Rs. 25/- and reported to be missing have been recovered from the catalogue?
9. Do lawyers including Government Advocates and penal lawyers use the Library? If so, is there sufficient space to accommodate, lawyers to sit there and read law books and journals? [Rule 452 and 454, General Rules (Civil)].
10. Have books been supplied to courts individually? If so, has any entry been made in the register showing books supplied to each Court? [Rule 457, General Rules (Civil)].
11. Whether books issued temporarily to an officer are returned before the close of the day? If not, give instances. [Rule 454, General Rules (Civil)].
12. Have books been issued to lawyers on slip, to be taken out of the Library? [Rule 454, General Rules (Civil)].

13. Has any book remained out side the Library for more than three months? If so, were quarterly lists of such books submitted to the District Judge as required by rule 455, General Rules (Civil)?
13. A. What action has been taken by the District Judge on submission of the quarterly list of books remained out of Library for more than 3 months?
14. Are correction slip received in the Library regularly? If not, why? If no correction slips have been received, what steps have been taken to procure them?
15. (a) Have all corrections and amendments in various Acts from time to time promptly been incorporated in all copies of the relevant Acts and rules etc.? (C.L. No. 120/K-34 dated 08/13.12.1951, G.O. No.-7 dated 05.06.1984 and C.L. No.-13 dated 20.12.1902).
- (b) Whether any register for correction slips and amendments received is maintained?
16. Whether all necessary books and enactments have been supplied to all the courts including diglot editions? [Rule 457, General Rules (Civil)].
17. What are immediate requirements of books and enactments etc. for various courts and the Central Library and what amount is required?
18. Whether there are sufficient number of English and Hindi dictionaries approved by the Hindi Department of U.P. Government or Central Government of Bhasha Vibhag and sufficient copies supplied to each Court?
19. Whether register for journals is being maintained and whether all the journals are being received regularly?
20. Whether important Notifications, Acts and Bills are being placed before the District Judge by the Librarian?
21. Whether journals, gazettes and extra-ordinary gazettes are being circulated?
22. Whether the price of the books lost or journals lost has been realised or any inquiry started?

23. Are there unbound books in the Library requiring binding? If so, what steps have been taken to get them bound? (C.L. No.-55-K dated 19.04.1952 and C.L. No.-LB-12 dated August 1976).
23. A. Whether the binding of valuable books is carried after obtaining previous sanction of the High Court?
23. B. How many books during the year of inspection have been bound by engaging local binders in terms of Rule 458 of the General Rules (Civil)?
24. Whether gazettes have been bound and maintained as required by rule 461 General Rules (Civil)? (C.L. No.-77/VIIIb-119 dated 11.09.1956).
25. Has the weeding of books taken place in the Library? If so, when? If not, are there any books in the Library which may require weeding in view of the rule 465, General Rules (Civil), rules 462 to 464, General Rules (Civil) read with C.L. No.-5 dated 13.01.1959).
26. Whether the bills of books purchased and subscribed during the previous year have been paid and grant fully utilized?
27. Whether indents for stationery and non-saleable forms have been received from various courts in time and whether a consolidated indent has been submitted in time? State Form No.- 173. [Rule 512, General Rules (Civil)].
28. Whether all the required stationery and forms have been received? If not, what are the items not received and if any reminder has been issued?
29. Whether the stationery being supplied is sufficient for the judgeship? If not, how much more is required?
30. Is the stock of paper and stationery in accordance with the entries in the Stationery Register on physical checking?
31. Whether guard file of inspection notes is being maintained?
32. Whether any sale of non-official publications and official publications are made in accordance with Rule 465 of General Rules (Civil)?
33. Whether the Registrar General, High Court on 1st January is informed of the condition of books in the Library?

PROFORMA - I

Name of Officer	Quarter ending	Date of Inspection	Date of submission to District Judge after compliance
1	2	3	4

34. Whether the grants issued by the High Court for purchase of books, payment of subscriptions of journals and binding of books has been properly utilized and vouchers/bills have been properly kept on record and the register of grant and its utilization is properly maintained?
35. Whether the journals received in the library are regularly circulated among the Officers?

PART - VIII

NAZARAT

1. Whether Cash Book is being maintained in separate sets Court-wise as required under 280 (1) & 92 of G.R.C. or generally a single Cash Book is in use for the whole Judgeship?
2. Whether in the maintenance of Cash Book Rules 314, 317, 318 and 326 of G.R.C. are observed?
3. Whether Administrative Officer grants weekly Certificate in the prescribed form in the Cash Book as required under Rule 326 of G.R.C.?
4. Whether Pass-Book (Form No. 42), Register of Petty Receipts Form and payments (Form No. 43), Register Form No. 35, Register Form No. 37 are maintained court wise as required under Rule 280 of the G.R.C.? Whether in the maintenance of these registers compliance of Rules 288, 289, 294, 295 and 325 of G.R.C. are made?
5. Whether statement of deposits from outlying Courts are received daily at the Head Quarter in Form No. 51 and 52 as required under Rule 315 of G.R.C.?
6. Whether in the maintenance of Day Book (Form No. 58) Rules 355, 359 and 360 of G.R.C. are observed? Is it laid before Presiding Officer every day for examination and initial as required under Rule 362 of G.R.C.?
7. Whether Money Order Register in Form No. 6 as required under Rule 290 of G.R.C. is maintained?
8. Whether Register of Fine, Stamp Duty and penalty realised is maintained in form No. 39?
9. Whether Register of contingent grant in Form No. 13 (State Form) as prescribed by the Financial Hand Book Vol. V Part I has been maintained?
10. Whether the Register of Stationery Form No. 59 to show the expenditure of fixed stationery grant is maintained?
11. Whether the Register of Bicycles is maintained showing amount incurred in its repairs?
12. Whether the grant has been utilised for the same purpose or circumvented and spend for any other thing?

13. Whether work assigned to the contractor is made after getting an agreement executed in prescribed Form on Stamp paper of the value as prescribed under Sub Section 5 of Section 2 of Indian Stamp Act which is chargeable as Stamp duty under Article 15 of Schedule 1-B of Stamp Act?
14. Whether bill of quantity of work to be done got executed by the contractor?
15. Whether payments to the contractor are made in cash or through Bank Draft?
16. Whether compliance of para 307, 308, 310, 311 and 312 of F.H.B. Vol. V Part I are made in execution of work assigned to the contractor?
17. (a) Whether the work distributed between the Nazir and the Assistant Nazirs is sufficient for each of them or any one official working with dates as well as their duties.

(b) Whether proper and sufficient securities have been furnished by each of them and whether the securities have been verified? [Chapter XXIII rules 541 to 548 General Rules (Civil)].
18. (a) Whether the cash in hand of the Nazir at the time of the inspection tallies with the entries in the Cash Book and the Day Book? Whether the Cash Book and the Day Book are posted upto-date?

(b) Whether the cash box is being deposited in the Treasury and received back daily alongwith register in Form No. 57? [Rule 351 General Rules (Civil)].

(c) Whether the cash in hand of the Nazir is more than half the security at the time of the inspection and has the cash in hand during last one year been generally less than half of the security? (Check some entries from the Day Book and Cash Book from every month).
19. (a) Whether account has been maintained for the compensation received in Motor Accident Claim cases?

(b) Whether the account has been opened in the Bank?

(c) Whether the amount has been deposited in the account without delay?

(d) Whether the interest accrued on the amount of compensation received deposited in D.J.'s account is paid to the claimants?

- (e) Whether the amount kept deposited in FDRs and proper record is maintained thereof?
 - (f) Whether any complaints have been received regarding release of amount in forms of claimants?
20. (a) How many vouchers are pending preparing bills for submission to the Treasury and for what amount? (Give the details giving dates of vouchers.)
- (b) How many days generally are taken by the Nazir to prepare bills after expenditure?
21. (a) Whether all the saleable forms are available and if not, have the recoupment orders been sent to the Superintendent, Printing & Stationery for the forms sold?
- (b) Is the permanent advance of saleable forms sufficient? If not, is there any move for enhancement of the permanent advance?
- (c) Since when the Superintendent, Printing & Stationery has not sent recoupment of saleable forms? Have any steps been taken?
22. (a) Whether the excess amount in the hands of the Nazir, when it exceeds half of the security, is being remitted to the Treasury or Bank as a Misc. Deposit? When amount was last sent? [Rule 317, General Rules (Civil)].
- (b) Whether the Nazir or the Assistant Nazirs concerned are preparing a list of payable balances of Register Form No. 43 in form no. 47 and affixing the same on the notice board every week? [Last para of rule 294, General Rules (Civil)].
23. (a) How many repayment applications are pending for reports and for how many days? How many of them are pending on account of non-receipt of advice list and general number?

PROCESS SERVING STAFF AND SERVING OF PROCESSES

24. (a) What is the strength of the Process Servers? Is it in excess of the requirement in the light of rule 123, General Rules (Civil)-750 processes per Process Server and one urgent process equal to 3 processes?
- (b) How many posts are lying vacant and for what period?
- (c) Whether Process Servers remain properly dressed and wear badges, belts and satchels? [Rule 124, General Rules (Civil)]?

25. (a) Whether the Nazir maintains a list of inhabited places and a map of the entire district showing beats therein? [Rule 129, General Rules (Civil)].
- (b) Whether the beats have been divided properly leaving a central beat within five miles radius? [Rule 130, General Rules (Civil)].
26. (a) Whether process within five miles radius are issued daily and returned within 24 hours after serving? [Rule 131, General Rules (Civil)].
- (b) Whether dates for issue of processes for each beat outside five miles radius limit have been fixed and processes issued on those dates? [Rule 130, General Rules (Civil)].
- (c) Whether processes are being issued fairly?
- (d) Whether diet money paid to the Process Servers is properly entered in Register No. 105 and 43? (Check some entries comparing with the entries in these registers and diary of the Process Servers).
- (e) Whether processes are returned after service in time or are returned beyond time and without seeking extension?
- (f) Are all the Process Servers able to give personal service upto 75% ? If not, how many are below the standard and what action has been taken against them? Examine the register of percentage of personal service in light of C.L. No.-95/Vic-4 dated 20.09.1951 and also got monthly statement prepared in the prescribed form as given in this C.L..
27. (a) Have the godowns and dead stock been checked by the Officer-in-charge within one year of the inspection?
- (C.L. No.- 107 dated 17.10.1952)
28. Whether proper reports are given on the process served and are duly attested by the Nazir/Deputy Nazir?
29. Whether the process executed have been sent to the courts/offices concerned on the same day? If not, why?
30. Whether the Process Servers sent in beats are sent after fixing a date and time of their returning back in Nazarat?

PART - IX

RECORD ROOM

1. Name of Officer-in-charge, Record Room, date from which he is incharge.
2. Has the Officer-in-charge, Record Room, inspected in every quarter and compliance made? (Give details in proforma-I).
3. Whether the inspections made are effective and thorough and short comings, if any?
4. What is the strength of the Record Room staff? Is the staff over-worked? Is the distribution of work among the A.R.K s. even? (Give details in proforma I-A).
5. Whether there are adequate arrangements for extinguishing fire? [Appendix 21, General Rules (Civil), Part-II]. Whether fire-extinguishers are in working order? When those were last tested? Whether the condition of electrical wiring and installations in the Record Room is safe and satisfactory?
6. Whether the staff posted in the Record Room has been given training to use the fire extinguishers?
7. Whether the fire extinguishers are functional and its refills have been renewed? See record.
8.
 - (a) Whether records are kept in separate racks for each Court? [Rule 110 General Rules (Criminal) and Rule 179, General Rules (Civil)].
 - (b) Whether different colours for Bastas of different courts have been assigned? If so, give details. [Rule 194 General Rules (Civil) last para].
 - (c) How many Bastas require re-colouring, re-labelling or replacement? Whether some record is in the loose conditions and is not kept in the respective Bastas?
 - (d) Whether bundles have been properly labelled giving details or records? [Para 2 of Rule 194, General Rules (Civil)].
 - (e) Whether records in bundles have been kept in accordance with date of institution in the Court of first instance and serial register no. and according to Rule 192, General Rules (Civil)? [Rules 180 and 194, General Rules (Civil)].

9. (a) Whether dates for consignment of records and registers from various courts to the Record Room have been fixed and whether records are being received within time? (Civil) and 108, General Rules (Criminal).
- (aa) Whether the arrangement of the Criminal record is in accordance with Rules 114 and 115 of the General Rules (Criminal)?
- (aaa) Whether the records of the Magistrates' Courts are arranged police station-wise and of the Court of Sessions according to the date of decision as required under Rules 115 of General Rules (Criminal)?
- (b) Whether registers are also being consigned by various courts according to Rules within the time prescribed? If not, since when the registers have not been received and from which court?
- (c) Whether records and registers are accompanied by list and invoice and lists are being properly stitched? Rules 182, 184 and 190 General Rules (Civil) and 109, General Rules (Criminal).
- (d) How many Goshwaras are kept unbound? Give number of courts and the years for which Goshwaras have not been bound.
- (e) Are sufficient number of decided records and registers being retained by the Court concerned? If so, are reasons given in the accompanying list and requisitions sent? How many of these are retained on account of non-preparation of decrees? (Para 3 of Rule 181, General Rules (Civil). Each A.R.K. to give statement for 3 months preceding the date of inspection in proforma II-A).
- (f) Whether certificate of consignment are being submitted by Munsarim of each Court to the District Judge by 28th of every month? Name of the courts from which the certificate have not been received during the last one year [Para 2 of Rule 181 General Rules (Civil)].
10. (a) Whether monthly consignments have been examined and second punching done within one month from the date of receipt and certificate given? [Rules 187, 188, 189 and 191 of General Rules (Civil) and Rule 111, General Rules (Criminal)].
- (b) Whether there are any arrears for examination with any A.R.K. or Record Keeper? If so, give details in proforma-III.

- (c) How many defective (Badar) files were found during checking? Give details in proforma-IV.
 - (d) Whether the defective files are being corrected in accordance with Paras 2 and 3 of Rule 188, General Rules (Civil)?
 - (e) How many defective files are pending for correction in Record Room or various courts and for how much time? Give figure in proforma IV.
 - (f) Whether examination of records is properly done in light of Rules 142, 150, 153, 157, 159, 181 and 187 and G.Ls. and C.Ls. reproduced on pages 547-553 of the Circulars of the Hon'ble High Court? (Take out a few records from bundles of each A.R.K. and examine them in light of Rules 187, 188 and 191 of General Rules (Civil))
 - (g) Whether examined records have been restored to the bundles the same day or next day of examination? In case of arrears give details of records received last month in proforma V.
 - (h) Whether records received back from the Copying Department or Appellate Courts or other Courts are restored as soon as they are received?
 - (i) Whether the files of miscellaneous cases and papers received, are being restored to the proper records? [Rule 193, General Rules (Civil) and 112, General Rules (Criminal)]
11. (a) Whether all the records and registers required to be weeded upto the date of inspection, have been weeded? If in arrears, give details in proforma VI and VII. Whether the weeding register has been maintained upto date properly?
- (b) Whether records have been weeded in accordance with Rules 193 to 201, General Rules (Civil) and Rules 127 to 184 of General Rules (Criminal)?
- [Some weeded records and registers should be taken out checked for compliance of Rules 199, 200 and 201 of General Rules (Civil)].
- (c) Whether any record has been weeded out before due date?
- (d) Whether Rules regarding requisition of bills under Appendix 14 and Rule 209 of General Rules (Civil) are strictly complied with?
- (e) Whether register of return of documents (Form 71) is maintained as required under Rule 400 of General Rules (Civil)?

- (f) Whether Repayment Application Register is maintained and is placed once in a week before the Officer-in-charge?
 - (g) Whether the A.R.K., D.R.K. and R.K. maintain Karguzari Register?
 - (h) Whether the restoration work is upto date or in arrears? If so, the reason therefore?
12. (a) How many ordinary requisitions from courts for records have been complied with more than a week delay during the year under inspection? Give details of such requisitions in proforma VIII for the last three months.
- (b) How many urgent requisitions from courts and requisitions from Copying Department have been complied with after more than 24 hours during the year under inspection? (Give details of such requisitions in proforma VIII for the last three months.)
- (c) In how many cases records had not been sent at all?
- (d) How many requisitions are pending for compliance with each A.R.K. and Record Keeper? (Give dates of the three oldest requisitions.)
- (e) Are entries of Register Form No. 24 being properly made in accordance with Rules 211, 212 and 214, General Rules (Civil) for civil records and in Form No. 5 in accordance with Rule 130, General Rules (Criminal) for criminal records? (Check some continuous 25 entries from the registers.)
13. (a) How many records have not been returned from various courts for more than a year and from how many courts? Has any action taken by the Record Keeper and the A.R.K. concerned?
- (b) Have the quarterly lists been prepared and sent to the courts concerned and received back after verifications? (Give information in proforma IX).
14. Has monthly statement provided by para 2 of Rule 210 General Rules (Civil) been submitted? If so, on what dates during the last one year?
15. Whether the applications for inspection and search are satisfactory? (Give comparative figures in proforma X).
16. Whether guard file for inspection notes is being maintained?

17. Whether any observations or instructions at the last inspection have remained unattended to? If so, furnish reasons therefor.
18. Whether any matter for reconstruction of lost/destroyed records is pending? Status thereof?
19. Status of reconstruction of weeded records and number of requisitions of higher courts for transmission of records are pending. [Rules 195-201A and chapter VIII of G.R. (Civil)]
20. Whether the repayments and other applications received after disposal relating to decided records are properly placed on the concerned records? Check some.
21. What is the Status of records relating to Criminal Trials, in the matters pending before higher courts or pending execution?

PROFORMAS FOR INSPECTION OF RECORD ROOM

PROFORMA – I

Name of Officer	Quarter ending	Date of inspection	Date of submission to the District Judge
1	2	3	4

PROFORMA – I-A

SI. No.	Designation	Name	Date from which working	Courts and work allotted	Remarks
1	2	3	4	5	6

PROFORMA – II

Name of A.R.K. :

Name of Court	Nature of cases	Due date for consignment	Date of actual consignment				Remark
			Jan.	Feb.	March	Etc.	

PROFORMA – II- A

Name of Courts :

No. of decided records for consignment	No. of records consigned	No. of records detained		No. of registers not consigned with reasons
		On account of non-preparation of decree	for other reasons	
January				
February				
March				

PROFORMA – III

STATEMENT OF ARREARS OF EXAMINATION

Name of court	Name of month of Basta	Nature of the records	Date of receipt	No. of files received	No. of files examined with time	No. of files remained unexamined	Reasons for arrears of examinations
1	2	3	4	5	6	7	8

PROFORMA – IV

STATEMENT OF BADAR FILES

Name of Court	Name of the cases	No. of files received and examined	No. of defective files	Date on which files sent to the court concerned for removing defects	No. of files received with date of receipt
1	2	3	4	5	6

PROFORMA – V

Name of court	Nature of the cases	No. of files lying unreturned to the bundles	Date of examination	Remarks
1	2	3	4	5

PROFORMA – VI

STATEMENT OF WEEDING

Name of court	Nature of cases	Name of natthis	How far due	How far done	How much in arrears	Remarks
1	2	3	4	5	6	7

PROFORMA – VII

STATEMENT OF BOOKS AND REGISTERS

Name of court	Description of register or book	Period upto which register or registers received in record room	How far due	How far done	How much in arrears	Remarks
1	2	3	4	5	6	7

PROFORMA – VIII

SI. No. of A.R.K. Register	SI. No. of R.K. Register	Date of receipt of requisitions in Record Room	Date by which record required	Date of Compliance	Remarks
1	2	3	4	5	6

PROFORMA – IX

Name of A.R.K.	Date due in first quarter ending March	Date of sending quarterly list with name of Court	Date of return of quarterly list by the Court concerned
1	2	3	4

PROFORMA – X

.....			
...			
From	to	From
to			
No.	Amount	No.
Amount			
Inspection applications			
Search applications			

Note : Give figures for Civil and Criminal separately.

PART - X **CIVIL COPYING DEPARTMENT**

1. Who is the Officer-in-charge of the Copying Department and date from which he is in charge. ?
2. Has the Officer-in-charge inspected the Copying Department every quarter? Give details in Proforma-I and comment.
3. Name of the Head Copyist and since when?
4. Is the staff over-manned or under manned? [Rules 269 and 270, General Rules (Civil)]
5. Check the almirah and the box of the Head Copyist and examine all the prepared copies, rejected applications and folios etc. and comment after getting statements in form no. III, IV, VI prepared.
6. How many Typewriters (Hindi/English) are allotted to the Copying Department and how many are out of order and since when? Are the Typewriters being fully utilised?
7. Whether Register Form No. 31 is properly maintained and entries of urgent and ordinary applications being made in red and blue-black ink? [Rule 265, General Rules (Civil)].
8. Does the Munsarim or the Head Copyist comply with the provisions of Rule 254(a) at the time of presentation of application for copies?
9. Are urgent and ordinary copies being prepared within 24 hours and within a week respectively and if not, what is the average duration for these copies? (Give separate average for the last three months preceding the date of inspection).
10. Give number of pending urgent and ordinary applications in Proforma-II (Discuss reasons of delay in disposal of 12 applications mentioned in the last column).
11. Whether printed forms for preparation of decrees and formal orders are being used for issue of copies? If not, why ? [Last para Rule 257, General Rules (Civil)].
12. (a) Are copies of judgments in appeals, sessions trials and revisions being received from various courts concerned? In how many cases these copies have not been received? Quote the number of cases with name of courts of which copies were not received.

- (b). Whether the copies of orders and judgments prepared by Computer are obtained by access to the computer of the court concerned?
13. Whether copies involving more than 1500 words are being prepared without realising the excess fees? If so, in how many cases during the last two months?
14. Are copies of payment being prepared on stamp papers? [Rule 255, General Rules (Civil)].
15. (a) In how many cases free copies have been issued to any other person except prisoner, Government Law Officer and Heads of Departments of the Government of India, any High Court in India or any other authority exercising similar jurisdiction, any court subordinate to the High Court at Allahabad or any particular Court in any foreign country? Check applications for inspection [Rules 248, 251 and 252 G.R. (Civil)].
- (b) How many free copies prepared on applications under Rules 248, 251 and 252, General Rules (Civil) read with G.O. No. 113 dated 05.12.1985 and C.L. No. 75/VIII-a-51 dated 03.12.1960 remained undelivered within the prescribed time during one year period preceding the date of inspection?
16. (a) Whether unused stamp in cases of rejected applications are being returned within 30 days after intimation to the applicant or his counsel and if unreturned stamp are being destroyed and necessary entry made in register form no. 31? Give details of such applications in Proforma III in respect of rejected applications during the period of three months one month prior to the date of inspection (Rule 254, paras V to IX).
- (b) Examine some rejected applications to see if reports and orders are correct.
17. Whether copies remaining undelivered after 15 days of the notice are being disposed off after obtaining orders of the Judge? Send a statement prepared in Proforma-IV. Examine pending undelivered copies with the Head Copyist on the date of inspection as well as the entries in Register Form No.-31 in respect of undelivered copies at least for three months, one month prior to the date of inspection? [Para 2 of Rule 260, G.R. (Civil)].
18. Whether copies are being prepared legibly, accurately, properly noting the number of words correctly and are being properly certified as true copies duly and legibly signed by the Copyist and Head Copyist? Check some of the copies pending with the Head Copyist undelivered, preferably prepared

before the date of intimation of the inspection and prepared by each Copyist with G.L. No. 29/A dated 1.8.1929, G.L. No. 43 dated 10.8.1934, C.L. No. 59/Ve-65 dated 22.9.1950 and C.L. No. 41/Ve-65 dated 6.5.1957.

19. Whether the consolidated register of Karguzari and distribution of work in Form No. 33-A referred to in Rule 268 is being put up before the Officer-in-charge Copying Department fortnightly (G.L. No. 6/A-17(1) dated 1.11.1935 as amended by G.L. No. 7/A-2(1) dated 27.1.1936).
20. Are records being received in and returned back from the Copying Department within 24 hours of the sending of the application or the preparation of the copy? Get a statement prepared in proforma VI. [Rules 246, 254(a) para 3 and (b) (ii) G.L. No. 3/Ve-81 dated 27.2.1952].
21. Whether strict rule of priority is being maintained by the Head Copyist? (Examine some two days in the Register Form no.-31). In how many cases rule of priority has been deviated? Examine some of the matters.
22. Are provisions of Rules 250 and 253 being followed in the case of applications for copies by strangers or in cases under hearing?
23. (a) Whether copies of maps and registers etc. are being prepared after preparing estimates and whether registers in Form no. 28 and 29 are maintained?
(b) Whether copies of maps and registers etc. are being prepared by the Copyist or by some Special Copyist?
24. Whether fortnightly statements (Progress Report) are being maintained and put up before the District Judge?
25. (a) Whether the Copyists are maintaining a register of Karguzari in Form no.-33 properly?
(b) Whether the Copyists are giving their karguzari according to the prescribed standard? Check work done of some of them and the work shown too have been done?
26. Whether rejected applications are sent to the court concerned or the record room soon after rejection?
27. Whether the Head Copyist maintains a guard file of :
(i) Inspection Notes (ii) for orders of the District Judge (iii) for C.L. and G.L. and (iv) for orders of the Officer-in-charge, Copying Department?

28. Does the Head Copyist work intelligently and in a business like manner?
29. Whether attendance register as required under Rule 8 and 539(10) of the General Rules (Civil) is maintained?
30. Whether register of Casual Leave and application files are maintained? [as required under rule 410 of G.R. (Civil)].
31. Whether Special Casual Leave for more than 4 days were granted against Rule 461 of General Rules (Civil)?
32. Whether copies of General Rules (Civil) and General Rules (Criminal) are supplied and are up-to-date in terms of Rule 643(c) of General Rules (Civil)?
33. Whether applications for leave are attended to in accordance with Rule 640 of General Rules (Civil)?
34. Whether entries made in Col. Nos. 7 and 8 of Register (Form No.-31) are verified by the Record Keeper at the end of every week?
35. Whether any register in break in serials in Form No. 31-B are required under Rule 267(B) of General Rules (Civil) is maintained?
36. Whether any breakage in serial has been made without obtaining orders of Officer-in-charge? Has any irregularity been committed in obtaining orders of breakage of serials?
37. Whether a Distribution Register (Form 31 A) as required under Rule 267-A of General Rules (Civil) is maintained? Whether entries made in col. 8 tally with the words given by the Copyist in his Karguzari Register (Form No. 33)?
38. Whether notice in Form No. 30 is displayed on the notice board as required under Rule 260 of General Rules (Civil)?
39. Whether any Estimate Register is maintained for the supply of copies in Form No. 28 as required under Rule 258 – Para 2 of General Rules (Civil)?
40. Whether copies prepared by the Copyist/Typist are signed by them and true copy by the Head Copyist, mentioning number of words and value of stamps?
41. Whether copies reflects the dates of application etc. in words and figures?

42. Whether Copyists/Typists are charging standard of work according to Rule 267 of the General Rules (Civil)?
43. Whether method of counting of words done by Copyist/Typist is in accordance with procedure laid down in Rule 268 of General Rules (Civil) and G.L. No. 43 dated 10.8.1934.
44. Whether Typists have been allowed to work as Copyists? If so, the reasons therefor.
45. Whether proper record is maintained for preparation of copies by photo copier machine?
46. Whether proper account has been maintained for the amount deposited for issuance of copies by photo copier machine?
47. Whether the copies applied through photo copier machine are issued on the next day? Check some matters.

PROFORMA – I

Name of Officer	Quarter ending	Date of inspection	Date of submission to the District Judge
1	2	3	4

PROFORMA – II

Sl. No.	No. of Urgent Applications pending	No. of Ordinary Applications pending
1	2	3

PROFORMA – III

Particular of Applications	Date of disposal	Cost of Folio	Date of return	Date of destroy
1	2	3	4	

PROFORMA – IV

Sl. No.	No. of Applications	Date of Notice	Date of consignment
1	2	3	4

PROFORMA – VI

Sl. No.	Name of Copyist	Particular of Application	Date of sending application to the concerned court	Date of receiving of record	Date of preparation of copy	Date of returning back of the record
1	2	3	4	5	6	7

PART - XI CRIMINAL COPYING DEPARTMENT

1. Name of the officer in charge and date from which he is incharge. ?
2. Has the Officer-in-charge inspected the Copying Department every quarter? Give details in Proforma-I and comment?
3. Name of the Head Copyist and since when?
4. Is the staff over-manned or under-manned?
5. Check the almirah and the box of the Head Copyist and examine all the prepared copies and the pending case diaries.
6. How many Typewriters (Hindi/English) are allotted to the Copying Department and how many are out of order and since when? Are the Typewriters being fully utilised?
7. How many case diaries are pending for preparation of copies of statements and documents?
8. Whether copies are being prepared legibly, accurately and properly?
9. Whether the Register of Karguzari maintained by Copyist and register of distribution of works maintained by Head Copyist are being properly maintained?
10. Whether fortnightly statement of progress of copying work is being submitted to the Officer-in-charge?
11. Whether the copies of case diary of criminal cases which are exclusively triable by the Court of Sessions and if under trial prisoners are being prepared on priority basis and in chronological order?
12. Whether the copies are being prepared in a systematic manner?
13. Does the Head Copyist works intelligently and in a business like manner?
14. Whether the Copyists are giving sufficient karguzari? Check the work done of some days and the work shown by the Copyists.
15. Whether copies are prepared by photo copier machine and proper record is maintained for the copies so prepared?

PROFORMA – I

Name of Officer	Quarter ending	Date of inspection	Date of submission to the District Judge
1	2	3	4

PART - XII

AMINS

1. Name of the Officer-in-charge Amins and date from which he is in charge. ?
2. Has the Officer-in-charge inspected the work of Amins? (Proforma-I).
3. How many posts of Amins in I-Grade and II-Grade are sanctioned for the district and who are the Amins working on these posts and since then? (Proforma-II).
4. Are the Amins qualified and satisfy the condition laid down in Rule 522 General Rules (Civil)?
5. Have the Amins furnished security? If so, of what amount and whether it is sufficient? [Rule 541 G.R. (Civil)].
6. Are there any other officials in the judgeship who have received training of Amins? Give their names and year of training.
7. Have circles of Amins been divided into beats and dates fixed for each beat? Give details [Rule 527, General Rules (Civil)].
8. Have Amins been supplied the necessary instruments for their work? [Rule 523, General Rules (Civil)].
9. (a) Are the Amins substituting their weekly programme to those writs they execute? [Rule 531, General Rules (Civil)].
(b) Are the Amins planning their tour in accordance with Rule 527(c), General Rules (Civil) and fix sufficient work every day?
10. How many Parwanas are pending with the Amins unexecuted on the date of inspection? (Give details beat-wise three oldest Parwanas of each beat in Proforma II-A with reason).
11. How many Parwanas were received by the Amins for execution during the year under inspection and how many of them were returned unexecuted (Give list of unexecuted Parwanas in Proforma-III).
12. In how many writs, the Amin has made attachments, auction sale, survey commissions successfully?

13. In how many cases the Amin sought extension for execution of the Parwanas during the year under inspection?
14. What is the percentage of parwanas returned unexecuted during the year under inspection? (give comparative figures in Proforma-IV for the current year and the corresponding previous year).
15. Give the number of writs returned unexecuted according to the following classification during the year under inspection:
 - (i) For shortage of time or late receipt.
 - (ii) Sudden increase in work.
 - (iii) Due to absence of the decree holder or his representative or due to unwillingness of the decree holder to get the writ executed.
 - (iv) Due to nature of work and labour involved.
 - (v) Due to stay orders from the courts issuing the writ or from the appellate courts.
 - (vi) For want of Police help.
 - (vii) Incomplete particulars in the writ.
 - (viii) For want of self addressed P.C. of D.H.
 - (ix) For want of requisite material.
 - (x) On account of unjustified and lame excuses.
16. Whether the Amins have sufficient work to do? If not, are their services being utilized in the office some where else?
17. Are the Amins over-loaded with work and the work is being evenly distributed? Is any additional help required? [Rule 524, General Rules (Civil)].
18. Are the Amins taking proper interest in executing Survey Commissions and execute the same in accordance with the instructions contained in Rule 533, General Rules (Civil)?
19. Are the Amins submitting monthly statements with proper certificate of the work done as required by Rule 535, General Rules (Civil)? Is that statement being submitted to the District Judge after scrutiny by the Officer-in-charge by the 10th of the next month [Rule 536, General Rules (Civil)]?
20. Whether the Amins are maintaining registers in Form No. 107, 108, 109 and 110 properly and make entries in the Cash Register immediately? [Rules 335 and 407, General Rules (Civil)].

- A. Check entries made in Form No. 107, 114 from register in Form No. 106 maintained in each court.
 - B. Whether separate books in each Court relating to T.A. Bills of Amins and their peons are maintained as required under Rule 336 of General Rules (Civil)?
21. How many movable properties are lying attached for more than a year? (Give details in Proforma-V).
 22. In how many cases, he released movable properties on the spot during the year under inspection?
 23. Whether the Amin is issuing Payment Orders in Form No.-III in case of sale immovable property? [Rule 33, General Rules (Civil)].
 24. Whether the Amin is issuing receipt for cash payment received by him ? [Rule 333, General Rules (Civil)].
 25. Whether the Amin is paying the cash amounts received by him into the treasury through pass book Form no.-112 the same day or latest the next day and sending the extracts of the pass book to the courts concerned? [Rules 337 and 338, General Rules (Civil)].
 26. Whether the Amins are submitting weekly returns in Form no. 113 and 114 to the courts concerned and the same are being checked by the Munsarim of the courts concerned? [Rule 339 and 340, General Rules (Civil)].
 27. Whether poundage money is being realised on all the sales conducted by the Amin? [Rule 369, 371 and 373, General Rules (Civil)].
 28. Is fee for Amin being realized in accordance with Rules 375, 376, 377 and 378, General Rules (Civil) read with notification no.-99/VIIIb-135 dated 23.3.1959 and correction slip 27 dated 9.6.1992?
 29. Has the Amin given priority to some writs over the others received earlier with permission or without permission of the Officer-in-charge? Was there any justification for giving such priority?
 30. Dose the Amin exercise his discretion properly in accepting bids in public auctions?

31. Does the Amin take interest and pain in his work? Is he methodical and systematic?
32. What is the opinion of Presiding Officers of various courts about the quality of his work and conduct? (It may be obtained confidentially from various Officers).
33. Whether guard file for inspection notes is being maintained?
34. Whether any observations or instructions at the last inspection have remained unattended? If so, furnish reasons there for.

PROFORMA – I

Name of Officer	Quarter ending	Date of inspection	Date of submission to the District Judge
1	2	3	4

PROFORMA – II

Name of circle	Name of Amin	Grade I or II	Date from which he was posted in the circle	Date from which working as Amin	Date of confirmation	Remarks
1	2	3	4	5	6	7

PROFORMA – II-A

Name of Amin	Name of beat	Number of pending parwanas	Date of 03 oldest of each beat	Reason for delay if first date of return expired
1	2	3	4	5

PROFORMA – III

Sl. No.	Circle beat	Name of court	No. of writ with description	Date of receipt	Date fixed for return	Date fixed for execution	Date of return	Extended date if extension sought	Reasons for returning unexecuted	Remarks
1	2	3	4	5	6	7	8	9	10	11

PROFORMA – IV

Period	Number of Parwanas received	Parwanas executed	Percentage
1	2	3	4
01.01.20... to 01.12.20... (Previous Year)			
01.01.20... to 01.12.20... (Current Year)			

PROFORMA – V

Sl. No. of Reg. No.-109	Date of attachment	Name of beat	Suit No. & court	Execution case no.	Name of parties
1	2	3	4	5	6

PART - XIII

CIVIL COURTS

1. Give the name(s) of the Presiding Officer who worked since the last inspection with duration.
2. Whether the quarterly inspection by the Presiding Officer has been made and submitted to the District Judge after compliance? Give details in Proforma-I.
3. Whether the staff is adequate or under manned and whether the distribution of work is even and proper? Give the names of the members of the staff with posts and duration.
4. What is the territorial jurisdiction, pecuniary jurisdiction and other jurisdiction being exercised by the Presiding Officer?
5. Is the weekly cause list being posted on each Saturday and are all the cases for a particular day and adjourned cases within the same are entered therein in proper columns? [Rule 16, G.R. (Civil) Part I].
6.
 - (a) What is the number of pendency of all types of cases on the first day of the month of the inspection and the corresponding day last year? Give details in Proforma-II and also give reasons for increase or decrease.
 - (b) Give the number and date of institution of ten oldest cases of each type in the remarks column of Proforma-II.
 - (c) Give an year wise break-up of pending files of Regular Suits, Appeals, Revisions, Execution Cases as well as Miscellaneous Cases shown in Proforma-II in comparative form for both the dates.
7.
 - (a) How many contested cases have been decided by the Officer during the last one year?
 - (b) Give the year wise break-up of all the contested cases decided of all types.
 - (c) How many cases were decided ex-parte or in default and what is the percentage of these cases to the contested cases?
 - (d) How many cases were decided otherwise?
8.
 - (a) In order to tide over the problem of old cases, every Subordinate Court shall give history sheet of five oldest cases of each category (e.g. Sessions Cases, Appeals, Revisions, Suits, Miscellaneous Cases, Execution Cases, Police Cases, Complaints etc.) in following points and particular attention be given for taking firm steps :-

HISTORY SHEET OF OLDEST CASES

IN THE COURT OF

CASE NO.

1. Date of institution :
 2. Date of admission/registration :
 3. Date of appearance of Defendants/Respondents/
accused persons/opposite party :
 4. Date of filing written statement/rejoinder/
supply of police paper to accused and commitment :
- (state reason of delay, if any,
mention if interlocutory matter intervened)
5. Date of framing issues/charge :
 6. First Date of hearing :
 7. Period of pendency with progress made
before each presiding officer :

- (b) Statement of disposal by the Presiding Officers of the Judgeship during the period of inspection in the following proforma :-

Statement of the disposal by the Presiding Officers of the Judgeship from to

Sl. No.	Name of Presiding Officer	Actual work done by P.O.	Cases disposed of		Total no. of cases disposed of	Witnesses examined		Total witnesses examined	Remarks
			Contested	Uncontested		Contested	Uncontested		
1	2	3	4	5	6	7	8	9	10
1.									
2.									

- (c) Statement of the disposal of the cases monthwise in following proforma:-

STATEMENT OF THE DISPOSAL OF THE COURT OF

Month & Year	Actual work done by the PO.	Cases disposed of		Total no. of cases disposed of	Witnesses examined		Total
		Contested	Uncontested		Contested	Uncontested	
1	2	3	4	7	8	9	10
January							
February							
TOTAL							

- (d) Reason of pendency of cases since more than five years in following proforma:-

REASON OF PENDENCY OF CASE OF THE COURT
OF.....

Sl. No.	Case No.	Reason of pendency	Step taken by the present Presiding Officer with date of last order
1	2	3	4

- (e) Statement of cases relating to Legal Service Act during one year in the following proforma :-

STATEMENT OF CASES RELATING TO LEGAL SERVICE ACT

W.E.F. TO

Sl. No.	No. of cases instituted	No. of cases disposed of	No. of cases pending	Reason for pendency	Remarks
1	2	3	4	5	6

9. (a) Is the Presiding Officer's diary and the Reader's diary properly maintained? Are the dates to which cases are adjourned, the purpose for which fixed and the work done on that day, entered in the diary? [Rules 40 and 18-A, G.R. (Civil)].
- (b) Are all the cases entered in the diary of Presiding Officer and the Reader have been carried forward for the next date fixed ?
- (c) Are the cases fixed for particular days in the diary of the Presiding Officer in such a manner as to facilitate hearing of all the cases fixed on that day and disposal of old cases?
- (d) Are cases taken strictly in accordance with priority rule and are also entered in the diary in that manner?
- (e) Does the Presiding Officer fix and does sufficient work on each day?
- (f) Are cases taken up day to day or are unnecessarily adjourned?
- (g) Are the witnesses present on a particular day examined before adjournment?
- (h) Are arguments heard promptly and judgments pronounced with 30 days of the first hearing of arguments?
- (i) Are cases adjourned for sufficient reasons by passing detailed order?

- (j) Are decrees prepared in time and in accordance with Rule 98 G.R. (Civil)?
- (k) How many cases are adjourned in a week on the personal ground of the counsel, for no time and on account of no objection by the opposite party?

NOTE: For answers to the above questions, a complete statement of work fixed and done datewise for full one week (Monday to Saturday) two weeks before the notice of inspection should be got prepared in Proforma-III and a statement in Proforma-IV in respect of all the contested decided cases in the month preceding the month in which instruction of inspection has been given.

- (l) Whether decrees are being prepared in light of instructions contained in C.Ls. reproduced on pages 391, 393 to 395 of circular letters and Orders 20 Rule 21 C.P.C. and Rule 98, G.R. (Civil)?
10. Are the parties and witnesses being examined in suits before framing issues? (Give a statement in Proforma-V for the same week in note above).
 11. Whether notices of appointment of guardian are issued to minors also when the age of the minor is more than 12 years?
 12. (a) Whether Commissioners submit reports within the time allowed? If not, how much time is taken generally and whether extensions are sought?

(b) How many oldest cases are lying in undisposed on account of non-submission of report by the Commissioner for more than three months and for how long? What action has been taken against Commissioner?

(c) Whether Amins are submitting survey reports within time or are seeking extension?
 13. Whether the judicial records are properly maintained by the officials and all the papers have been indexed according to the provisions of Chapter V of G.R. (Civil)?
 14. Whether all the registers have been prepared on proper forms and all the cases have been properly entered there in?
 15. In how many cases order of ad-interim injunctions, granted, have been confirmed on final disposal of injunction applications?

16. (a) How many suits have been stayed by the Court under section 10 C.P.C.? Give details in the given proforma.

Details of the case	Court under whose order the case is lying stayed	Date of stay order and particulars of the case in which the stay order was passed	Whether any enquiry was made? If so, give date of enquiries made during the last one year
1	2	3	4

- (b) Whether full particulars of the connected case with name of the court and copy of pleadings of that case were given by the parties?
- (c) Has the fact of stay communicated to the Court in which the connected proceeding is pending?
- (d) Has any attempt been made to know the stage and the result of the connected proceeding?
17. How many suits, execution cases and miscellaneous cases have been stayed by the appellate courts and High Court or the records have been sent to them? Give a list in the prescribed Proforma-VI. Has any inquiry been made during the last three months?
18. Whether the proceedings by which trial court matters are stayed or in which records are called for, are disposed of expeditiously to enable the courts to proceed with pending matters?
19. Are the decided records consigned on the dates fixed? If not, what is the arrear?
20. Whether the number of inspections and search applications is satisfactory? Give comparative statement in prescribed Proforma-VII.
21. How many requisitions from other court including Hon'ble High Court and the Copying Department are pending on the date of inspection and for how many days?
22. Examine some records of each category and examine the files detailed in statements-III and IV from the point of view of compliance of the following provisions of law and rules and other matters mentioned hereinafter :

- (i) Order 3 rule 8 C.P.C.
 - (ii) Compliance of
 - (a) Order 3 rule 2.
 - (b) Order 3 rules 3, 4 and 5.
 - (c) Order X rules 1 to 4
 - (d) Order XIV rules 1 to 5.
 - (iii) Service of process by substituted service.
 - (iv) Rules 2, 3, 4, 6, 10, 11, 14, 15, 16, 17, 18 (for checking efficiency of the Munsarim).
 - (v) Order 7 rules 3, 7, 14, 15, 16, 17, 19, 20, 23 and order 8 rules 11 and 12.
 - (vi) Order 13 rules 4, 5, 6, 7 and 8.
 - (vii) Summoning witnesses under order 16 C.P.C.
 - (a) Promptness and delay in issue of processes.
 - (b) Contents of issue of summons to produce documents.
 - (c) Mode of service.
 - (viii) Appointment of guardians of minors or lunatics, as plaintiffs or defendants.
 - (ix) Attachment orders and temporary injunctions or stay order.
 - (a) Compliance of promptness and delay in putting applications for orders.
 - (b) Promptness and delay in issuing processes.
23. Checking of compliance of Rules 31, 35, 37, 41, 42, 44, 45, 51, 52, 56 to 61, 142 to 156, 150 and 155 to 159, General Rules (Civil) in the above files or some of them.
24. (a) Whether the conduct of Presiding Officer is judicious and he is intelligent in handling the cases?
- (b) Whether he exercises efficient supervision on the day to day working of his officials?
- (c) The manner of framing issues.
- (d) Whether interests of minors and persons of in-sound mind are properly looked after?

EXECUTION

25. What is the number of execution cases pending over six months?
26. What is the total number of execution cases disposed of and the number of infructuous applications? What is the proportion of infructuous applications to the total of cases disposed of during one year preceding the date of inspection?

27. Are the orders in the Hindi order sheet of the execution cases passed by the Presiding Officer himself? [Rule 163, General Rules (Civil)].
28. Whether proper dates for service of proclamation and sale are fixed?
29. Are the writs of attachment and sale promptly issued to the Amin within three days of the order and property entered in register Form No.-106?
30. Whether the execution cases remained pending due to want of steps for more than a week?
31. Examine some oldest execution cases and some cases more than a year old for :
- (a) Checking compliance of orders passed, issue of processes i.e. notices, precepts, seal warrants etc. with particular reference to compliance of rules 166, 167, 169, 172, 173 of General Rules (Civil) and compliance of G.O. No. 3020/10-0-20 dated 4th September, 1920 and G.L. No. 10/VIIIh-19 dated 12.9.1951 as well as compliance of orders of the Hon'ble High Court contained in various C.Ls. and G.Ls. reproduced on pages 273 to 275 of circular letters of the Hon'ble High Court.
- (b) Checking of execution and return of parwanas of attachment and sale by Amins extension of time, ground for return of un-executed parwanas and reports of the process servers etc.
32. Whether the execution cases are regularly fixed in the Diary of the Presiding Officer and taken up on regular basis?
33. Whether the writs are issued to Amin without any delay and are being executed actually in execution cases?

PROFORMA FOR INSPECTION OF CIVIL COURTS

PROFORMA – I

Name of Officer	Quarter ending	Date of inspection	Date of submission to District Judge
1	2	3	4

PROFORMA – II

SI. No.	Name of case	Pending on 20.... (Current Year)	Pending on 20.... (Previous Year)	No. and dates of ten oldest case	Remarks
1	2	3	4	5	6

PROFORMA – III

No. of cases	Name of Parties	Nature of cases	Purpose	Work done	Remarks
1	2	3	4	5	6

PROFORMA - IV

No. of cases	Name of Parties	Nature of suit	Date or dates on which evidence was recorded	Date of hearing of arguments	Date fixed for judgement	Actual date of delivery of judgement	Date of preparation of decree	Date of signing of decree by PO.	Date of certification of decree and judgement to the L.C.	Remark
1	2	3	4	5	6	7	8	9	10	11

PROFORMA – V

No. of Suit	Name of Parties	Nature of cases	Date of framing issue	Date of examination of parties and witnesses
1	2	3	4	5

PROFORMA – VI

Details of the case	Court under whose order the case is lying stayed	Date of stay order and particulars of the case in which the stay order was passed	Whether any enquiry was made? If so, give date of enquiries made during the last one year
1	2	3	4

PROFORMA – VII

Inspection/ Search Applications	From.....to.....		From.....to.....	
	No.	Amount	No.	Amount
1	2	3	4	5
Inspection Applications				
Search Applications				

PART - XIV CRIMINAL COURTS OF MAGISTRATES

1. Give the name(s) of the Presiding Officer who worked since the last inspection with duration.
2. Whether the quarterly inspection by the Presiding Officer has been made and submitted to the District Judge after compliance? Give details in Proforma-I.
3. Whether the staff is adequate or under manned and whether the distribution of work is even and proper? Give the names of the members of the staff, posts and duration.
4. What is the territorial jurisdiction and other jurisdiction being exercised by the Presiding Officer?
5. Whether the Presiding Officer exercises summary powers?
6. (a) What is the number of pendency of all types of cases on the first day of the month of the inspection and the corresponding day last year? Give details in Proforma-II and also give reasons for increase or decrease.

(b) Give the number and date of institution of ten oldest cases of each type in the remarks column of Proforma-II and also give reasons for increase.

(c) Give yearwise break-up of pending cases of each type in Proforma-II and comparative form for both the dates.

(d) Give the total number of Special Act cases, e.g. D.I.R., M.V. Act, Excise Act, Arms Act, Gambling Act etc., in two columns more than 6 months old and more than a year old.
7. (a) How many contested cases have been decided by the Officers during the last one year?

(b) Give the yearwise break-up of all the contested cases decided of all types.
8. What are the institutions, disposals and pendency of the year under inspection as well as for the previous year?
9. (a) What are the institutions, disposals and pendency of the cases for the one year period covered by the inspection? (Details shown in Proforma-II).

- (b) In order to tide over the problem of old cases, every Subordinate Court shall give history sheet of five oldest cases of each category (e.g. Sessions Cases, Appeals, Revisions, Suits, Miscellaneous Cases, Execution Cases, Police Cases, Complaints etc.) in following points and particular attention be given for taking firm steps :-

HISTORY SHEET OF OLDEST CASES

IN THE COURT OF
CASE NO.

1. Date of institution :
2. Date of admission/registration :
3. Date of appearance of Defendants/Respondents/accused persons/opposite party :
4. Date of filing written statement/rejoinder/supply of police paper to accused and commitment :

(state reason of delay, if any, mention if interlocutory matter intervened)
5. Date of framing issues/charge :
6. First Date of hearing :
7. Period of pendency with progress made before each presiding officer :

- (c) Statement of disposal by the Presiding Officers of the Judgeship during the period of inspection in the following proforma :-

Statement of the disposal by the Presiding Officers of the Judgeship from to

Sl. No.	Name of Presiding Officer	Actual work done by P.O.	Cases disposed of		Total no. of cases disposed of	Witnesses examined		Total witnesses examined	Remarks
			Contested	Uncontested		Contested	Uncontested		
1	2	3	4	5	6	7	8	9	10
1.									
2.									

- (d) Consolidated statement of percentage of conviction and acquittal in Criminal Cases by the Magisterial Courts in the following proforma and also the details of the cases in which all the witnesses of the fact stand hostile. It should also be mentioned that what steps were taken including the examination of the hostile witnesses by the Presiding Officer and initiating action against hostile witnesses:-

- (h) Statement of cases relating to Legal Service Act during one year in the following proforma :-

STATEMENT OF CASES RELATING TO LEGAL SERVICE ACT

W.E.F. TO

Sl. No.	No. of cases instituted	No. of cases disposed of	No. of cases pending	Reason for pendency	Remarks
1	2	3	4	5	6

10. Are endorsement of admission and denial obtained from the accused or his counsel on the documents filed and relied upon by the prosecution? (Section 294 Cr.PC.)
11. (a) Are Surrender and Bail Applications disposed off the same day and orders communicated to the Superintendent of Jail immediately? Give details for one week (to be specified) in Proforma-IV.
- (b) If bail applications are not being disposed off on the same day? Give reasons, if any.
- (c) Reasons for non-disposal of pending bail applications before the Magistrates on the same day as per the directions of Hon'ble Apex Court vide Court's Letter No. 6835/2011/Admin. G-II Section dated 21.04.2011?
- (d) Are verification of status of sureties by advocates accepted? If so, upto what amount?
- (e) Whether the bail bonds are being accented the very day they are furnished? State three cases within the month of inspection when this was not done and why?
- (f) Whether release orders are being dispatched to the Jail authorities the same days? State three cases of the quarter in which this was not done and why?
- (g) Whether during the quarter under review bails were granted by the Magistrate in any case exclusively triable by the Court of Sessions? If so, particulars be given.
12. Are the F. I.Rs. received, initialled and dated by the Presiding Officer and entered in the register?
13. (a) Are the statements of the complaints being recorded the same day under section 200 Cr.PC.? (Submit statement in Proforma-IV A).

- (b) Are the statements of complainant under section 200 Cr.P.C. recorded by the Presiding Officer himself?

14. Examine the Fine Register and State : ---

- (a) Is register of fine correctly maintained and the amounts entered by the Presiding Officer in his own hand and initialled? [Rule 71, 79 and 82 G.R. (Criminal)].
- (b) Are receipts of fine immediately issued and signatures of the person, obtained on the counterfoil? [Rule 79 G.R. (Criminal)].
- (c) Is the realization of fine communicated to the Superintendent, Jail immediately? [Rule 77 G.R. (Criminal)].
- (d) Are the amounts of fine received sent to the Treasury immediately or to the Nazarat the same day? [Rule 76 G.R. (Criminal)].
- (e) What is the total amount of fine pending recovery on the date of inspection and what are 5 oldest items?
- (f) What steps have been taken for the recovery of the outstanding fine?
- (g) How much fine and how many items have been stayed from the appellate courts? Give a list.
- (h) How much amount is fit to be written off being irrecoverable? What efforts have been made for its recovery?
- (i) Is the Fly-leaf of check receipt book being completed and the fine receipt book sent to the Treasury for checking every month? [Rule 85 G.R. (Criminal)].
- (j) Whether the amount of fine has been verified from the Treasury, up-to-date?
- (k) Are refund vouchers prepared promptly? [Rule 81 G.R. (Criminal)].
- (l) Is proper certificate being appended at the end of each month after due verification of fine, to the pending items of fine?
- (m) Whether any amount of fine, has been written off during the year? If so, on valid reasons.
- (n) Whether any amount of fine is liable to be written off and is continued to be shown in the fine register? If yes, why?

15. (a) Is the Presiding Officers' diary properly maintained? Are the dates to which cases are adjourned? The purpose for which fixed, the work done on that day, entered in the diary? [Rule 5-8 G.R. (Criminal)].
- (b) Are the cases fixed for particular days in the diary of the Presiding Officer in such a manner as to facilitate hearing of all the cases fixed on that day and disposal of old cases?
- (c) Are cases taken strictly in accordance with priority rule and are also entered in the diary in that manner?
- (d) Does the Presiding Officer fix and does sufficient work on each day?
- (e) Are cases taken up day to day or unnecessarily adjourned?
- (f) Are the witnesses present on a particular day examined before adjournment?
- (g) How many cases are adjourned in a week on the personal ground of the counsel, for no time and on account of no objection by the opposite party?
- (h) Are judgments delivered promptly within 14 days from the close of arguments? Are arguments heard soon after the close of the evidence? (Give statement in Proforma-III for last two months before the inspection).
- (i) Whether the judgments are delivered on the date fixed or are being postponed for any valid reason?
- (j) Have adjournments been frequently granted? Are they granted on sufficient grounds and reasons for adjournments are noted in the order sheet?
- (k) How many witnesses are summoned by the court every day on average? How many of them are examined and discharged and how many are ordered to come again?
- (l) Whether cases had to be adjourned for non-receipt of process within time? State three cases in which necessary steps were taken by the Presiding Officer.
- (m) Whether cases had to be adjourned for non-attendance of accused? State three cases and the steps taken by the Presiding Officer to ensure attendance.

- (n) Whether cases had to be adjourned for non-attendance of prosecution witnesses? State three cases in which this delay took place, its frequency and the steps taken to ensure attendance.
- (o) Whether cases were adjourned for want of time or otherwise despite availability of the prosecution witnesses, without examining them? State three cases setting out the reasons for not examining such witnesses.
- (p) Whether cases were frequently adjourned on any other ground or grounds, if so, what are the justifications?

NOTE :-

For answers to the above questions a complete statement of work fixed and done datewise for full one week (Monday to Saturday) two weeks before the notice of inspection should be got prepared on Proforma-V. One more statement in Proforma-III be also got prepared for all contested cases of the month previous to the month in which notice of inspection is given.

- 16. (a) Whether the procedure prescribed under section 206 Cr.P.C. for disposal of petty offences is scrupulously being followed or not?
- (b) Whether the registers of petty offences have been properly maintained in Form no. 9 and 45 or not?
- (c) How many petty offence cases are pending for want of attendance of accused? Whether the process has been issued in time or not?
- 17. Is proper use being made of the provisions of sections 203, 239 and 258 of Cr.P.C.? How many cases under these provisions disposed off during the last one year preceding the inspection?
- 18. How many cases have been compounded during the last one year?
- 19. (a) In how many cases benefit of sections 3 and 4 of the Probation of Offenders Act has been given during the year under inspection?
- (b) Whether the benefit of sections 3 and 4 of the Probation of Offenders Act has been given to the accused in any case relating to economic offence, accident cases and serious offence cases, where probation is not admissible?

20. Out of the contested cases, how many cases ended in acquittal and how many in conviction and their percentage during the last one year?
21. Whether the Magistrate has summary powers? If so, in how many cases the powers have been exercised?
22. In how many cases accused have been discharged at the stage of charge?
23. Whether the Magistrate has been effectively disposing off the applications concerning disposal of case property under Chapter XXXIV Cr.P.C. and how many applications are pending undisposed off and reasons thereof?
24. Has register of requisition of records in Form No.-5 as amended been maintained? [Rule 130 G.R. (Criminal)].
25. Whether free copies are issued to the accused in cases of convictions immediately? If not, is rule 146 G.R. (Criminal) complied with?
26. In how many cases compensation and costs have been awarded during the last one year and what amounts?
27. (a) How many cases are stayed under orders of the appellate court or the High Court? (Give details in a Proforma Statement-VI). Whether any enquiries were made and when was the last reminder sent?

(b) Whether the skeleton files are prepared and maintained where original files have been requisitioned by the superior Courts and enquiries are regularly been made therein?
28. Whether the number of Inspection and Search applications is satisfactory? Give the comparative figures in Proforma-VII.
29. Whether monthly, quarterly, annual statements have been submitted in time? If not, how much delay? Give a detailed list of those statements submitted late in Proforma-VIII.
30. Examination of Criminal files (2) oldest of each category as given below : -

(I) Police challani cases :
 - (a) Inquiry cases
 - (b) Warrant trials
 - (c) Summon trials
 - (d) Summary trials

(II) Complaint cases :

- (a) Inquiry cases
- (b) Warrant trials
- (c) Summon trials
- (d) Summary trials

NOTE :

These files have to be checked especially on the point of compliance of orders passed by the Court, on the point of issue of summons, notices and warrants to the accused and witnesses, execution of personal bonds, existence of bail with reference to Rules 22, 23, 26, 27, 29 and 61 of General Rules (Criminal).

31. PERIODICAL RETURNS :

- (a) Whether a list of periodical returns, yearly, six monthly, quarterly and monthly and so on is maintained in the Court and is the same upto-date?

32. When examining records as in 30, the following points would also be noted :

- (a) Whether remands are being properly given?
- (b) With whom the remand papers are kept?
- (c) Whether the files are properly maintained and all the papers are indexed according to Chapter IV of G.R. (Criminal)?
- (d) Whether appropriate and correct charges are framed?
- (f) Whether appropriate sentences are passed?

33. (a) In how many applications under section 156 (3) Cr.P.C., the investigation has been ordered and how many of them have been treated as complaint during the year?

- (b) Whether the applications under section 156 (3) Cr.P.C. have been disposed off by proper and speaking orders?

34. Whether the orders under section 203 or 204 Cr.P.C. are properly passed after conducting proper enquiry under sections 200 and 202 Cr.P.C. in complaint cases without any delay? Examine some cases.

35. (a) Whether the amount of bail is fixed by the Magistrates properly and not in arbitrary manner?

- (b) Whether the verification of sureties is made in appropriate cases only?

- (c) Whether the verification of sureties from Revenue Authorities and Police is obtained without any delay? Examine some cases.
36. (a) Whether final reports are disposed off after giving notice to the complainant/first informant?
- (b) How many final reports are pending undisposed off?
- (c) Whether final reports are disposed off by reasoned orders without any delay?
37. Number of cases relating to Cyber Laws, hacking of I.T. etc. and their progress?
38. (a) Get a statement of consignment of records during the last three months prepared in Proforma-IX and comment about the arrears.
- (b) Whether consignment of records is made on due date and any unconsigned record is pending?
39. Whether the unconsigned records of cases involving petty offences have been weeded out and a proper register for weeding of such records is duly maintained?

PROFORMA – I

Name of Officer	Quarter ending	Date of Inspection	Date of submission to District Judge
1	2	3	4

PROFORMA – II

SI. No.	Nature of Cases	Pending	Pending	Number and dates of 10 old cases
(I)	Police Challani Cases: (a) Inquiry cases (b) Warrant trials (c) Summon trials (d) Summary trials (e) Petty cases			
(II)	(a) Inquiry cases (b) Warrant trials (c) Summon trials (d) Summary trials (e) Petty trials			

PROFORMA – III

No. of cases	Name of parties	Nature of offence of section and Act	Date or dates on which evidence was recorded	Date of hearing of arguments	Date fixed for judgments	Actual date of delivery of judgment	Remarks
1	2	3	4	5	6	7	8

PROFORMA – IV

DETAILS OF DISPOSAL OF BAIL APPLICATION DURING				
Particulars of cases	Section of offences	Date of application	Date of disposal	Date of communication to the Superintendent of Jail
1	2	3	4	5

PROFORMA-IV A

SI. No.	Case No.	Name of Parties	Date of Complaint	Date of recording statement U/s 200 Cr.PC.
1	2	3	4	5

PROFORMA – V

No. of cases	Name of parties	Section and Act or nature of offence	Purpose	Work done	Remarks
1	2	3	4	5	6

PROFORMA – VI

Details of the case	Court under whose order the case is lying stayed	Date of stay order and particulars of the case in which the stay order was passed	Whether any enquiry was made? If so, give date of enquiries made during the last one year
1	2	3	4

PROFORMA – VII

Inspection/ Search Applications	From.....to.....		From.....to.....	
	No.	Amount	No.	Amount
1	2	3	4	5
Inspection Applications				
Search Applications				

PROFORMA – VIII

Details of Statement	Due date	Date on which submitted
1	2	3

PROFORMA – IX

Month	No. of files decided	No. of files consigned	No. of Badar files received	No. of files returned after removing defects	No. of files not returned after removing defects with reasons
			Date of receipt	Date of return	
1	2	3	4	5	6

PART - XV

SESSIONS COURTS

1. Give the list of Courts doing sessions work and the names of their Presiding Officers.
2. What is the number of Sessions Trial pending in each Sessions Court.
3. Give the consolidated statement of the Sessions Trials pending in all the courts in a chronological order. Give the list of oldest 10 Sessions Trials pending in each Court of the Sessions Division.
4. How many Sessions Trials have been stayed under orders of the High Court and the Supreme Court? Give details.
5. Whether the position of stay order is being inquired into after 3 months and a note thereof is being made in the order sheet of the Sessions Trial?
6. Give a list of Sessions Trial in which one or more accused persons are in jail and give reasons as to why Sessions Trials are being held up.
7. (a) Are the witnesses being examined in Session Trials continuously till the examination of a witness is completed?

(b) Is the hearing of Sessions Trials done on day to day basis?
8. Are the judgments and order in Session Trials are being pronounced promptly and within the prescribed time?
9. How many Criminal Revisions and Criminal Appeals are pending in each Session Court? Give the complete statement of the pending revisions and appeals yearwise.
10. Are the registers relating to Sessions Trials, Criminal Revisions and Criminal Appeals are being maintained properly and up-to-date?
11. (a) Are the records of Sessions Trials requisitioned by the High Court or the Supreme Court being transmitted without reminders?

(b) Whether the skeleton files are maintained in the cases to hear records of requisitioned by the High Court and Supreme Court and regular enquiries are being made in such matters?

12. (a) In order to tide over the problem of old cases, every Subordinate Court shall give history sheet of five oldest cases of each category (e.g. Sessions Cases, Appeals, Revisions, Suits, Miscellaneous Cases, Execution Cases, Police Cases, Complaints etc.) in following points and particular attention be given for taking firm steps :-

HISTORY SHEET OF OLDEST CASES

IN THE COURT OF
CASE NO.

- 1. Date of institution :
- 2. Date of admission/registration :
- 3. Date of appearance of Defendants/Respondents/accused persons/opposite party :
- 4. Date of filing written statement/rejoinder/supply of police paper to accused and commitment :
- (state reason of delay, if any, mention if interlocutory matter intervened)
- 5. Date of framing issues/charge :
- 6. First Date of hearing :
- 7. Period of pendency with progress made before each presiding officer :

- (b) Statement of disposal by the Presiding Officers of the Judgeship during the period of inspection in the following proforma :-

Statement of the disposal by the Presiding Officers of the Judgeship from to

Sl. No.	Name of Presiding Officer	Actual work done by P. O.	Cases disposed of		Total no. of cases disposed of	Witnesses examined		Total witnesses examined	Remarks
			Contested	Uncontested		Contested	Uncontested		
1	2	3	4	5	6	7	8	9	10
1.									
2.									

- (c) Consolidated statement of percentage of conviction and acquittal in Sessions Cases by the Sessions Judge of Sessions Division in the following proforma and also the details of the cases in which all the witnesses of the fact stand hostile. It should also be mentioned that what steps were taken including the examination of the hostile witnesses by the Presiding Officer and proceedings initiated against hostile witnesses :-

13. Whether certified copy of judgment and orders are being provided promptly to the accused persons who are convicted and sentenced? If not, give reasons.
14. Whether the Sessions Judge or Additional Sessions Judge have ever inspected the jail? If so, give details.
15. Whether Amicus Curie for the accused are being appointed on the basis of the approved list of the Amicus Curie?
16. Give the list of Sessions Trials decided by the Judge in the year of inspection in which the prosecution witnesses become hostile.
17. Give the list of Sessions Trials decided by the Judge in the year of inspection in which the prosecution witnesses were not declared hostile and the entire evidence of prosecution and defence were recorded showing how many sessions trials resulted in acquittal and how many resulted in conviction?
18. Whether any action has been taken against the complainant and witnesses who have turned hostile?
19. Whether the Presiding Judge is conducting the Sessions Trials efficiently and properly?
20. In how many appeals of revisions the case has been remanded back to the trial court? Whether the remand is proper?
21. Whether the bail and admission work is done by the Sessions Judge himself or is frequently transferred to some Additional District & Sessions Judge?

PART - XVI

FAMILY COURTS

1. Give the name of the Presiding Officer who worked since last inspection with duration.
2. Whether the staff is adequate or under manned and whether the distribution of work is even and proper? Give the names of the staff, post and duration?
3. (a) What is the number of pending files of all types of cases on the first day of the month of inspection and the corresponding day last year? Give details in the Proforma and also give reasons for increase or decrease?

Sr. No.	Nature of cases	Pending on	Pending on	No. and date of institution of 10 oldest cases
1	2	3	4	5

- (b) Give number and date of institution of 10 oldest cases in the column No. 5 of the Proforma in forgoing question and give reasons for its pendency.
- (c) Give year wise break up of pending files of each types of cases shown in the Proforma in forgoing question in comparative form for both the dates.
4. (a) How many contested cases have been decided by the Officer during the last one year?
- (b) Give yearwise break up of all the contested cases decided of all types.
- (c) How many cases were decided ex-parte or in default or otherwise and what is the percentage of these cases to the contested cases?
5. (a) In order to tide over the problem of old cases, every Subordinate Court shall give history sheet of five oldest cases of each category (e.g. Sessions Cases, Appeals, Revisions, Suits, Miscellaneous Cases, Execution Cases, Police Cases, Complaints etc.) in following points and particular attention be given for taking firm steps :-

HISTORY SHEET OF OLDEST CASES

IN THE COURT OF

CASE NO.

1. Date of institution :
2. Date of admission/registration :
3. Date of appearance of Defendants/Respondents/
accused persons/opposite party :
4. Date of filing written statement/rejoinder/
supply of police paper to accused and commitment :

(state reason of delay, if any,
mention if interlocutory matter intervened)

5. Date of framing issues/charge :
6. First Date of hearing :
7. Period of pendency with progress made
before each presiding officer :

(b) Statement of disposal by the Presiding Officers of the Judgeship during the period of inspection in the following proforma :-

Statement of the disposal by the Presiding Officers of the Judgeship from to

Sl. No.	Name of Presiding Officer	Actual work done by P.O.	Cases disposed of				Total no. of cases disposed of	Witnesses examined		Total witnesses examined	Remarks
			Civil		Criminal			Contested	Uncontested		
			Contested	Uncontested	Contested	Uncontested					
1	2	3	4		5		6	7	8	9	10
1.											
2.											

(c) Statement of the disposal of the cases Month-wise and Act-wise in following proforma:-

STATEMENT OF THE DISPOSAL OF THE COURT
OF

Month & Year	Actual work done by the P.O.	Cases disposed of				Total no. of cases disposed of	Witnesses examined		Total
		Civil		Criminal			Contested	Uncontested	
		Contested	Uncontested	Contested	Uncontested				
1	2	3	4	5	6	7	8	9	10
January									
February									
TOTAL									

(d) Reason of pendency of cases since more than five years in following proforma:-

REASON OF PENDENCY OF CASE OF THE COURT
OF.....

Sl. No.	Case No.	Reason of pendency	Step taken by the present Presiding Officer with date of last order
1	2	3	4

- (e) Statement of cases relating to Legal Service Act during one year in the following proforma :-

STATEMENT OF CASES RELATING TO LEGAL SERVICE ACT
W.E.F. TO

Sl. No.	No. of cases instituted	No. of cases disposed of	No. of cases pending	Reason for pendency	Remarks
1	2	3	4	5	6

6. Is the weekly cause list being pasted on each Saturday and all the cases for a particular day and adjourned cases within the same are entered therein proper columns?
7. Are the diaries of Presiding Officer and the reader properly maintained? Are the dates to which the cases are adjourned, the purpose for which fixed and the work done on that day entered in the diary? [Rules 40 and 18A of G.R. (Civil)]
8. Whether the judicial records are properly maintained by the officials and all the papers have been indexed according to the provisions of Chapter V of G.R. (Civil)?
9. Whether all the registers have been prepared on proper forms and all the cases have been properly entered therein?
10. How many suits, execution cases and miscellaneous cases have been stayed by the appellate Courts or the records have been sent to them? Give a list in the prescribed Proforma-I. Have any inquiries been made during the last three months?
11. Whether the service of notice/summons in the cases is effective and no delay is caused due to service of notice? Examine some cases.
12. Are the decided records consigned on the dates fixed? If not, what is the arrear?

13. Whether the number of inspections and search applications is satisfactory? Give comparative statement in prescribed Proforma-II.
14. The status of requisitions from other courts and copying departments and duration of their pendency, if any.
15. Are the judgments/orders passed within 15 days of hearing arguments and the judgments are not adjourned or refixed for arguments in a routine manner?
16. (a) Are the cases for recovery of maintenance allowance are regularly taken up and effective steps are taken to realise the amount of maintenance due?

(b) Whether the amount of maintenance, realised or deposited in court is actually paid to the claimant and proper receipts are kept on record? Examine some cases.

(c) Whether interim maintenance is awarded in maintenance cases and is being paid to the petitioners by the opposite parties?
17. Are decrees in civil family dispute cases being prepared diligently and proper notice is given to the party's counsel without any delay?
18. Whether the Presiding Officer is making genuine efforts himself or through counsellor for reconciliation before beginning of the trial?

PROFORMA – I

Details of the case	Court under whose order the case is lying stayed	Date of stay order and particulars of the case in which the stay order was passed	Whether any enquiry was made? If so, give date of enquiries made during the last one year
1	2	3	4

PROFORMA – II

Inspection/ Search Applications	From.....to.....		From.....to.....	
	No.	Amount	No.	Amount
1	2	3	4	5
Inspection Applications				
Search Applications				

PART -XVII

JUVENILE JUSTICE BOARD

1. Give the names of the Presiding Officer and the members of the board, who worked since the last inspection with duration.
2. Whether the staff is adequate or under manned and whether the distribution of work is even and proper? Give the names of the members of the staff, posts and duration.
3. (a) What is the number of pending files of all types of cases on the first day of the month of the inspection and the corresponding day last year? Give in the Proforma and also give reasons for increase or decrease.

Sr. No.	Nature of cases	Pending on	Pending on	No. and date of institution of 10 oldest cases
1	2	3	4	5

- (b) Give the number and date of institution of ten oldest cases of each type in the remarks column of Proforma and also give reasons for increase.
- (c) Give yearwise break-up of pending files of each type of cases shown in Proforma and comparative form for both the dates.
4. (a) How many contested cases have been decided by the Officers during the last one year?
- (b) Give the yearwise break-up of all the contested cases decided of all types.
5. What are the institutions, disposals and pendency of the year under inspection as well as for the previous year?
6. (a) In order to tide over the problem of old cases, every Subordinate Court shall give history sheet of five oldest cases of each category (e.g. Sessions Cases, Appeals, Revisions, Suits, Miscellaneous Cases, Execution Cases, Police Cases, Complaints etc.) in following points and particular attention be given for taking firm steps :-

HISTORY SHEET OF OLDEST CASES

IN THE COURT OF
CASE NO.

- 1.Date of institution :
- 2.Date of admission/registration :

3.Date of appearance of Defendants/Respondents/
accused persons/opposite party :

4.Date of filing written statement/rejoinder/
supply of police paper to accused and commitment :

(state reason of delay, if any,
mention if interlocutory matter intervened)

5.Date of framing issues/charge :

6.First Date of hearing :

7.Period of pendency with progress made
before each presiding officer :

(b) Statement of disposal by the Presiding Officers of the
Judgeship during the period of inspection in the following
proforma :-

**Statement of the disposal by the Presiding Officers of the
Judgeship from to**

Sl. No.	Name of Presiding Officer	Actual work done by P.O.	Cases disposed of				Total no. of cases disposed of	Witnesses examined		Total witnesses examined	Remarks
			Civil		Criminal			Contested	Uncontested		
			Contested	Uncontested	Contested	Uncontested					
1	2	3	4		5		6	7	8	9	10
1.											
2.											

(c) Consolidated statement of percentage of conviction and
acquittal in the cases by the Magistrate in the following
proforma and also the details of the cases in which all the
witnesses of the fact stand hostile. It should also be
mentioned that what steps were taken including the
examination of the hostile witnesses by the Magistrate and
initiating action against hostile witnesses:-

**CONSOLIDATED STATEMENT OF PERCENTAGTE OF
CONVICTION & ACQUITTAL IN THE CASES BY THE
MAGISTRATE W.E.F**

Sl. No.	Details of the court	Total no. of judgment delivered	Total no. of conviction	Percentage of conviction	Total no. of acquittal	Percentage of acquittal	Remarks
1	2	3	4	5	6	7	8

(d) Statement of the disposal of the cases month-wise in
following proforma:-

**STATEMENT OF THE DISPOSAL OF THE COURT
OF**

Month & Year	Actual work done by the P.O.	Cases disposed of		Total no. of cases disposed of	Witnesses examined		Total
		Contested	Uncontested		Contested	Uncontested	
1	2	3	4	5	6	7	8
January							
February							
TOTAL							

- (e) Reason of pendency of cases since more than five years in following proforma:-

REASON OF PENDENCY OF CASE OF THE COURT OF.....

Sl. No.	Case No.	Reason of pendency	Step taken by the present Presiding Officer with date of last order
1	2	3	4

- (f) Consolidated statement of under trial Juveniles of the Judgeship in the following proforma :-

**CONSOLIDATED STATEMENT OF UNDER TRIAL JUVENILES ON
..... OF THE JUDGESHIP OF.....**

Sl. No.	Details of the Court	Total No. of prisoners on	Total No. of U.T. prisoners on	Under Trial in Jail								Remarks
				One month	Two months	Three months	Sixth months	One year	Over one year	Over two years	Over three years	
1	2	3	4	5	6	7	8	9	10	11	12	13

7. Are endorsement of admission and denial obtained from the accused or his counsel on the documents filed and relied upon by the prosecution? (section 294 Cr. P. C.)
8. (a) Are Surrender and Bail Applications disposed off the same day and orders communicated to the Superintendent of Jail/Superintendent, Juvenile Observation Home immediately? Give details for one week (to be specified) in following Proforma :-

PROFORMA

DETAILS OF DISPOSAL OF BAIL APPLICATION DURING				
Particulars of cases	Section of offences	Date of application	Date of disposal	Date of communication to the Superintendent of Jail
1	2	3	4	5

- (b) Are the Bail Applications not being disposed off on the same day? Give reasons, if any.
- (c) Reasons for non-disposal of pending Bail Applications same day as per directions of Hon'ble Apex Court vide Court's Letter No. 6835/2011/Admin. G-II Section dated 21.04.2011.
- (d) Are verification of status of sureties by advocates accepted? If so, upto what amount?

- (e) Whether the bail bonds are being accepted the very day they are furnished? State three cases within the month of inspection when this was not done and why?
 - (f) Whether release orders are being dispatched to the Jail/Juvenile Observation Home the same day. State three cases of the quarter in which this was not done and why?
 - (g) Whether the bond of guardian/parents of the juvenile is being properly filed for his release on bail?
9. (a) Whether the amount of bail is fixed by the Board properly and not in arbitrary manner?
- (b) Whether the verification of sureties is made in appropriate cases only?
- (c) Whether the verification of sureties from Revenue Authorities and Police is obtained without any delay? Examine some cases.
10. Whether the procedure prescribed for declaration as juvenile under section 7A of the Juvenile Justice (Care and Protection of Children) Act, 2000 is being observed by the Board? If not, give reasons.
11. Whether the sitting of the Juvenile Board is made in the premises of Juvenile Board?
12. Whether the condition of juvenile home and facilities of living, education and sports are properly provided to the inmates therein?
13. Examine the Fine Register and State : ---
- (a) Is register of fine correctly maintained and the amounts entered by the Presiding Officer in his own hand and initialled? Rule 71, 79 and 82 C.R. (Criminal).
 - (b) Are receipts of fine immediately issued and signatures of the person, obtained on the counterfoil? [Rule 79 G.R. (Criminal)].
 - (c) Is the realization of fine communicated to the Superintendent, Jail immediately? [Rule 77 G.R. (Criminal)].
 - (d) Are the amounts of fine received sent to the Treasury immediately or to the Nazarat the same day? [Rule 76 G.R. (Criminal)].

- (e) What is the total amount of fine pending recovery on the date of inspection and what are 5 oldest items?
 - (f) What steps have been taken for the recovery of the outstanding fine?
 - (g) How much fine and how many items have been stayed from the appellate courts? Give a list.
 - (h) How much amount is fit to be written off being irrecoverable? What efforts have been made for its recovery?
 - (i) Is the Fly-leaf of check receipt book being completed and the fine receipt book sent to the Treasury for checking every month? [Rule 85 G.R. (Criminal)].
 - (j) Whether the amount of fine has been verified from the Treasury, up-to-date?
 - (k) Are refund vouchers prepared promptly? [Rule 81 G.R. (Criminal)].
 - (l) Is proper certificate being appended at the end of each month after due verification of fine, to the pending items of fine?
 - (m) Whether any amount of fine has been written off during the year? If so, on valid reasons or not?
 - (n) Whether any amount of fine is liable to be written off and is continued to be shown in the fine register? If yes, why?
14. (a) Is the Presiding Officer's diary properly maintained? Are the dates to which cases are adjourned? The purpose for which fixed, the work done on that day, entered in the diary? [Rule 5-8 G.R. (Criminal)].
- (b) Are the cases fixed for particular days in the diary of the Presiding Officer in such a manner as to facilitate hearing of all the cases fixed on that day and disposal of old cases?
 - (c) Are cases taken strictly in accordance with priority rule and are also entered in the diary in that manner?
 - (d) Does the Presiding Officer fix and does sufficient work on each day?
 - (e) Are the witnesses present on a particular day examined before adjournment?

- (f) How many cases are adjourned in a week on the personal ground of the counsel, for no time and on account of no objection by the opposite party?
- (g) Are judgments delivered promptly within 14 days from the close of arguments? Are arguments heard soon after the close of the evidence? Give statement in following Proforma for last two months before the inspection :-

PROFORMA

No. of cases	Name of parties	Nature of offence of section and Act	Date or dates on which evidence was recorded	Date of hearing of arguments	Date fixed for judgments	Actual date of delivery of judgment	Remarks
1	2	3	4	5	6	7	8

- (h) Whether the judgments are delivered on the date fixed or are being postponed on any valid reasons?
- (i) Have adjournments been frequently granted? Are they granted on sufficient grounds and reasons for adjournments are noted in the order sheet?
- (j) How many witnesses are summoned by the court every day on average? How many of them are examined and discharged and how many are ordered to come again?
- (k) Whether cases had to be adjourned for non-receipt of process within time? State three cases in which necessary steps were taken by the Presiding Officer.
- (l) Whether cases had to be adjourned for non-attendance of accused? State three cases and the steps taken by the Presiding Officer to ensure attendance.
- (m) Whether cases had to be adjourned for non-attendance of prosecution witnesses? State three cases in which this delay took place, its frequency and the steps taken to ensure attendance.
- (n) Whether cases were adjourned for want of time or otherwise despite availability of the prosecution witnesses, without examining them? State three cases setting out the reasons for not examining such witnesses.
- (o) Whether cases were frequently adjourned on any other ground or grounds, if so, what are the justifications?

NOTE :-

For answers to the above questions a complete statement of work fixed and done datewise for full one week (Monday to Saturday) two weeks before the notice of inspection should be got prepared on following Proforma-A. One more statement in following Proforma-B be also got prepared for all contested cases of the month previous to the month in which notice of inspection is given.

PROFORMA – A

No. of cases	Name of parties	Section and Act or nature of offence	Purpose	Work done	Remarks
1	2	3	4	5	6

PROFORMA - B

No. of cases	Name of parties	Nature of offence of section and Act	Date or dates on which evidence was recorded	Date of hearing of arguments	Date fixed for judgments	Actual date of delivery of judgment	Remarks
1	2	3	4	5	6	7	8

15. In how many cases accused have been discharged at the stage of charge?
16. Whether free copies are issued to the accused in cases of convictions immediately? If not, is rule 146 G.R. (Criminal) complied with?
17. (a) How many cases are stayed under orders of the appellate Court or the High Court? (Give details in a Proforma given below). Whether any enquiries were made and when was the last reminder sent?

PROFORMA

Details of the case	Court under whose order the case is lying stayed	Date of stay order and particulars of the case in which the stay order was passed	Whether any enquiry was made? If so, give date of enquiries made during the last one year
1	2	3	4

- (b) Whether the skeleton files are prepared and maintained where original files have been requisitioned by the superior Courts and enquiries are regularly been made therein?

18. Whether the juveniles in conflict with law have been kept in Observation Homes/Special Homes with classification of their age in accordance with the provisions of section 8 and 9 of the Juvenile Justice (Care and Protection of Children) Act, 2000?
19. Whether any juvenile has been detained in the Observation Home without giving information to the parents/guardians in accordance with the provisions of section 13 of the Juvenile Justice (Care and Protection of Children) Act, 2000?
20. Examine the file of cases relating to Inquiry in various cases, pending being oldest in the Board.

Note :-

These files have to be checked especially on the point of compliance of orders passed by the Court, on the point of issue of summons, notices and warrants to the accused and witnesses, execution of personal bonds, existence of bail with reference to Rules 22, 23, 26, 27, 29 and 61 of General Rules (Criminal).

21. (a) Whether the Board has concluded the inquiry under section 14 of the Juvenile Justice (Care and Protection of Children) Act, 2000 within the stipulated time? If not, give reasons.
- (b) Whether the C.J.M./C.M.M. has reviewed the pendency of cases in the Board at every six months in accordance with the provisions of section 14 (2) of the Juvenile Justice (Care and Protection of Children) Act, 2000?
22. In how many cases, the Board has obtained social investigation reports on juveniles in conflict with law before passing any orders under section 15 of the Juvenile Justice (Care and Protection of Children) Act, 2000?
23. In how many cases, the juveniles have not been found fit to be sent/detained in Special Homes due to seriousness of offence committed by him or due to their conduct and behaviour being not in their interest or in the interest of other juveniles to send a Special Home and what orders have been passed for them [section 16 of the Juvenile Justice (Care and Protection of Children) Act, 2000]?
24. When examining records **as in 18**, the following points would also be noted :
 - (a) Whether remands are being properly given?
 - (b) With whom the remand papers are kept?
 - (c) Whether the files are properly maintained and all the papers are indexed according to Chapter IV of G.R. (Criminal)?
 - (d) Whether appropriate and correct charges are framed?
 - (f) Whether appropriate sentences are passed?

25. (a) Get a statement of consignment of records during the last three months prepared in following Proforma and comment about the arrears.

PROFORMA

Month	No. of files decided	No. of files consigned	No. of Badar files received	No. of files returned after removing defects	No. of files not returned after removing defects with reasons
			Date of receipt	Date of return	
1	2	3	4	5	6

- (b) Whether consignment of records is made on due date and any unconsigned record is pending?

PART - XVIII

MORNING/EVENING COURT

1. Whether the Morning/Evening Court(s) is/are functioning in the Judgeship of and how many?

2. The Name of Presiding Officer(s) and Jurisdiction in the following proforma :-

Sl. No.	Name of Presiding Officer(s)	Designation	Date of posting
1	2	3	4

3. What is the working hours fixed for court(s)?

Answers of the following points be also obtained :-

1. Give the name of the present Presiding Officer and date of his posting in the court.
2. Give the name of the predecessor Presiding Officer and period of his posting.
3. Whether the staff is adequate or under manned and whether the distribution of work is even and proper? Give the names of the members of the staff with posts and duration.
4. What is the jurisdiction being exercised by the Presiding Officer?
5. Is the weekly cause list being posted on each Saturday and are all the cases for a particular day and adjourned cases within the same are entered therein in proper columns? [Rule 16 G.R. (Civil) Part-I].
6. Give the details of the Quarterly Inspection of the court made during the inspection year in the following proforma :-

PROFORMA-I

Name of Officer	Quarter ending	Date of inspection	Date of submission to District Judge
1	2	3	4

7. (a) What is the number of pending files of all types of cases on the first day of the month of the inspection and the corresponding day last year? Give details in Proforma-II and also give reasons for increase or decrease.

- (b) Give the number and date of institution of ten oldest cases of each type in the remarks column of proforma-II.
- (c) Give an year-wise break-up of pendency of the cases Act-wise as per the jurisdiction prescribed in the Morning/Evening Rules, 2011 shown in Proforma-II in comparative form for both the dates?

PROFORMA-II

Sl. No.	Name of case	Pending on	Pending on	No. and dates of ten oldest cases	Remarks
1	2	3	4	5	6

8. (a) How many contested cases have been decided by the Officer during the last one year?
- (b) Give the year-wise break-up of all the contested cases decided of all types.
- (c) How many cases were decided ex-parte or in default and what is the percentage of these cases to the contested cases?
- (d) How many cases were decided otherwise?
9. (a) Is the Presiding Officer's diary and the Reader's diary properly maintained? Are the dates to which cases are adjourned, the purpose for which fixed and the work done on that day, entered in the diary? [Rules 40 and 18-A of G.R. (Civil)].
- (b) Are all the cases entered in the diary of Presiding Officer and the Reader have been carried forward for the next date fixed?
- (c) Are the cases fixed for particular days in the diary of the Presiding Officer in such a manner as to facilitate hearing of all the cases fixed on that day and disposal of old cases?
- (d) Are cases taken strictly in accordance with priority rule and are also entered in the diary in that manner?
- (e) Does the Presiding Officer fix and does sufficient work on each day?
- (f) Are cases taken up day to day or are unnecessarily adjourned?
- (g) Are the witnesses present on a particular day examined before adjournment?

- (h) Are arguments heard promptly and judgments pronounced within prescribed time?
- (i) Are cases adjourned for sufficient reasons by passing detailed order?
- (j) Are decree prepared in time and in accordance with rule?
- (k) How many cases are adjourned in a week on the personal ground of the counsel, for no time and on account of no objection by the opposite party?

NOTE: For answers to the above questions, a complete statement of work fixed and done datewise for full one week (Monday to Saturday) of any 02 weeks, as directed by the Administrative Judge should be got prepared in Proforma-III and a statement in Proforma-IV in respect of all the contested decided cases in the month preceding the month in which instruction of inspection has been given.

PROFORMA – III

No. of cases	Name of Parties	Nature of cases	Purpose	Work done	Remarks
1	2	3	4	5	6

PROFORMA - IV

No. of cases	Name of Parties	Nature of suit	Date or dates on which evidence was recorded	Date of hearing of arguments	Date fixed for judgment	Actual date of delivery of judgment	Date of preparation of decree	Date of signing of decree by P.O.	Date of certification of decree and judgment to the L.C.	Remarks
1	2	3	4	5	6	7	8	9	10	11

- (l) Whether decrees are being prepared?
10. Are the parties and witnesses being examined in suits before framing issues? (Give a statement in proforma V).

PROFORMA – V

No. of cases	Name of Parties	Section and Act or nature of offence	Purpose	Work done	Remarks
1	2	3	4	5	6

- 10 A. How many Suits referred/references, made under Section 89 and sub-rule (1A) of Order X of C.P.C.? The details be provided in the following Proforma-VI :

PROFORMA -VI

Case Number	Name of Parties	Stage of the case	Date of Order passed in the case	Present Status of the case	Remarks
1	2	3	4	5	6

11. Whether the judicial records are properly maintained by the officials and all the papers have been indexed according to the provisions?
12. Whether all the registers have been prepared on proper forms and all the cases have been properly entered therein?
13. Are the decided records consigned on the dates fixed? If not, what is the arrear?
14. Whether the number of inspections and search applications is satisfactory? Give comparative statement in following Proforma :-

Inspection/ Search Applications	From.....to.....		From.....to.....	
	No.	Amount	No.	Amount
1	2	3	4	5
Inspection Applications				
Search Applications				

15. How many requisitions from other court including Hon'ble High Court and the Copying Department are pending on the date of inspection and for how many days?
16. (a) Whether the conduct of Presiding Officer is judicious and he is intelligent in handling the cases?
- (b) Whether he exercises efficient supervision on the day to day working of his officials?
- (c) Whether the disposal as per norms prescribed in the Morning/Evening Court Rules, 2011 is being given by the Presiding Officer of the court?
17. Whether the honorarium is paid to the Judicial Officer and members of the staff working in the court as per Morning/Evening Court Rules, 2011?
18. Whether the facility of Generator for supply of electricity has been provided to the concerned courts?

PART- XIX

GENERAL

1. Give the year-wise comparative statement of the institution, disposal and pendency of all kinds of Civil and Criminal cases for last two years prior to the year of inspection.
2. Give the statement of out-turn of Judicial Officers showing the number of each type of cases disposed off after contest year-wise during the period of the last six months prior to the month of inspection.
3. Give the statement of out- turn of each Judicial Officer according to prescribed standards showing separately the Civil and Criminal work disposed off during previous quarters of the months of inspection. With work details e.g. without trial, with contest/full trial, Ex-parte Admission of Claims/Compromised by arbitration.
4. Give statement of cases in which either copy of judgment of order or records of the case has not been received after the decision of the High Court or whether mere decree has been received without record up to the last month prior to the date of inspection.
5. Give the statement of cases of each kind stayed by the orders of the High Court or Supreme Court and date of stay order.
6. Give the statement of cases wherein orders of remand or the remitting of issues or taking of additional evidence have been passed by the Appellate Court in the sessions division during the last quarter of the year of inspection.
7. Give the statement of total number of revisions Civil and Criminal filed and rejected summarily during the year of inspection.
8. Give the list of transfer applications received in Civil and Criminal cases against the Judicial Officers and nature of orders passed therein during the year of inspection.
9. Give the statement of cases in Civil and Criminal cases, Revisions and Appeals in which judgments were reserved by each court prior to the date of inspection.
- 10 - A. Statement of injunction application filed, injunction granted ex-parte with dates, injunction refused and confirmed after hearing both parties during the year under inspection generally how much time is taken in disposal of objections filed against ex-parte injunctions orders including date of disposal.

- B. Statement of total amount of fine imposed and realised during the year under inspection with full details e.g. outstanding at the beginning of the year, imposed, realised, remitted, stayed by High Court or any superior Court, levy warrants issued for the realisable amount.
 - C. How many S.T./Crl. Appeals/Civil Appeals/Civil Revisions and Criminal Revisions were decided jointly by one judgment during the year under inspection?
 - D. How many warrants of proclamation and attachment u/s 82/83 Cr.P.C. were issued simultaneously during the year under inspection?
 - E. How many second/third bail applications were entertained in the Court with result during the year under inspection?
11. Whether all the Judicial Officers are punctual in attending their Courts and sitting in proper court dress and for full working hours?
12. Whether the amount of fine received/recovered and the fine register is maintained properly in accordance with the provisions of Chapter IX of G.R. (Criminal)?
13. Whether directions contained in Amrawati's case and Lal Kamalendra's case are followed in deciding the bail applications?
14. (a) How many Motor Accident Claim cases are pending? (Yearwise pendency and disposal)
- (b) Whether compensation awarded in Motor Accident Claim cases is based on bills, vouchers and proper disability certificates in injury cases and proper evidence of income and dependency in death cases?
15. Whether the Computer Systems have been installed in every court of the Judgeship and whether the concerned officials are working on the Computer Systems?

LEGAL AID

7. In how many cases legal aid was provided during the financial year and how many person were benefited?
8. How many visits to Jail have been made during financial year. Give details with dates.
9. How many visits to women protection home were made during the financial year. Give details with dates.
10. Whether District Legal Aid Clinics are functioning effectively? How many legal aid clinics were organized during the financial year and how many people were benefited from it?
11. How many Legal Literacy Camps were organized during the financial year and how many people were benefited from it?
12. How many visits to juvenile home have been made during financial year. Give details with dates.

OTHER MODE OF A.D.R.

13. Give detail of cases disposed of with the help of Arbitration, Conciliation & Judicial Settlement.

**PART- XXI COMPUTERIZATION PROGRAMME AND
VIDEO CONFERENCING**

1. Whether the Computer Centre has been established in District and Outlying Court?
2. Whether the entire Judgeship has been connected with Server Room via LAN (Local Area Network) is properly functioning?
3. Whether WAN (Wide Area Network) connectivity is established and functioning properly?
4. Whether the quarterly inspection of Computer Centre is being made by the Nodal Officer (Computers) and the compliance reports have been submitted timely? Give Details?

Quarter	Date of inspection	Date of submission of Compliance Report
1 st Quarter		
2 nd Quarter		
3 rd Quarter		
4 th Quarter		

5. Whether the annual inspection of Computer Section has been made and whether the Compliance Report has been submitted in time?
6. Whether any Officer (Nodal Officer) has been deputed at the Judgeship to look after the e-Court Project and monitor the development in the Computerization Programme in the District and outlying courts, if any?
7. Whether the Computer Hardware has been provided in each and every court and offices of District Judgeship and are in working condition? Give Details?

Sr. No.	Court Name	Numbers of Hardware provided	Types of Hardware	Hardware Working or not?

8. Whether the earthing is properly installed in the judgeship for the smooth functioning of computer hardware?
9. Whether the feeding of cases (Core and Periphery) is being done in the judgeship? Give Details?

Court Name	Core and Periphery wise	Status of Fedeed case

10. Whether preparation of cause lists and other work relating to court are efficiently being done in Computers by the officials concerned?
11. Whether the work in Administrative Office, Accounts Section and other departments of the Judgeship is done on Computers by the officials?
12. Whether Computer Laptops and Broadband facility has been provided to all the Judicial Officers, posted in the District Judgeship? If not, give the details of Judicial Officers who have not been provided Laptops and Broadband facility. Give Details?

Sr. No.	Name of Judicial Officers	Laptop Provided or not?	Broadband Facility Provided or not? (Give reasons)

13. Whether the Generator provided under e-court project is functioning smoothly?
14. Whether the e-mails received in the Judgeship are checked daily by the official concerned and how many times in a day?
15. Whether Video Conferencing facility is available in the Judgeship and is connected with the Jails of the Districts?
16. Whether remands of accused, who are in jail, are extended through Video Conferencing? Give Details?

Sr. No.	Number of accused	Remand extended through VC or not?

17. Whether statements of witnesses are being recorded through Video Conferencing?
18. Whether the Judicial Officer and the Officials have received basic training in Computer ? Give Details?

Sr. No.	Number of Judicial Officer trained in Computer	Number of Officials trained in Computer

19. Whether the training in new software Ubuntu Version 12.0.4 has been given to the Judicial Officers ? Give Details ?

Sr. No.	Number of Judicial Officer trained in Ubuntu ver 12.0.4	Number of Judicial Officer not training in Ubuntu ver 12.0.4 ? Give reasons?

- 20. Whether all Judicial Officers of Judgeship are maintaining their e-mail IDs ?
- 21. Whether the services, which have to be initiated through CIS, are being initiated in the judgeship?
- 22. Whether Services are being initiated through computers for the Litigants? Give Details?

Sr. No.	Types of Services	Service Level (Parameter)	Difficulties in Service Initiation (If any) Please mention

- 23. Whether the monthly, quarterly, half yearly and annual reports of institution, pendency and disposal of cases are being generated through computers?
- 24. Whether the infrastructure (tables, chairs etc.) for computerization is proper or lacking?
- 25. Whether there are any obsolete/damaged/unworking Computer hardware are lying undisposed off in the judgeship? Give Details?

Sr. No.	Types of Hardware items	No. of the hardware items which are obsolete/damaged/ unworking

- 26. Any other information to be provided?

PART- XXII **PENDENCY OF THE CASES AT A GLANCE**
OF THE JUDGESHIP OF

LIST OF ILLUSTRATIVE CASES

Sl. No.	Types of cases	Number of pending cases
1	Session Trial	
2	Warrant Trial	
3	Arms Act	
4	Family related cases	
5	Cases 138 N.I. Act	
6	Summon Trial	
7	L.D.A.	
8	Traffic Challan	
9	A.T.O. Challan	
10	Cases under Municipal Corporation Act	
11	Forest Act	
12	Excise Act	
13	Labour Act	
14	Cases under Entertainment Act	
15	Factory Act	
16	Drug Act	
17	Wild Life Act	
18	Insecticide Act	
19	PN.D.T. Act	
20	I.T. Act	
21	Prevention of Cruelty to Animal Act	
22	Fire Brigade Act	
23	Mining Act	
24	Others Act	
25	Cases under N.D.P.S. Act	
26	Final Report	
27	Total Number of Cases	

Note : The type of cases mentioned above is only illustrative, the category of the cases be added or deleted according to the type of the cases pending in District Judgeship.

PART - XXIII

SHORTCOMINGS AND SUGGESTIONS/ RECOMMENDATIONS

Shortcomings -

Suggestions/Recommendations/Proposals

Signature :

Name :

Inspecting Judge :

Place -

Date -